

VOLUNTEER POSITION DESCRIPTION:

Kentucky 4-H/Youth Development Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:

Webmaster

TIME REQUIRED:

Three to five hours monthly for 12 months

LOCATION:

From volunteers computer or arrangements can be made to use a computer at the County Extension Office.

GENERAL PURPOSE:

- To create and update on a monthly basis the County Extension Office web page
- To make newsletters, etc. visually appealing and user friendly by utilizing technology skills

QUALIFICATIONS:

- Experience in developing web pages (can demonstrate this ability by submitting examples of web pages designed)
- Must have good editing and writing skills
- Preference giving to students, enrolled in technology classes or have had training in web design

BENEFITS:

- Opportunity to improve technology skills
- Experience in developing, maintaining and supporting a professional website

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent contact responsible for marketing or computers or Internet

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

"I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."

Signature of Volunteer

Date

Signature of Extension Professional

Date

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.