

4-H COMMUNITY CLUB ORGANIZATIONAL LEADER

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

4-H Community Club Organizational Leader

TIME REQUIRED:

One club meeting per month, August through July; two hours per club meeting and three hours club supervision/organization monthly

LOCATION:

Supervision: County Cooperative Extension Service or other location.
Meeting/Organization: Home, Church, School or suitable location

GENERAL PURPOSE:

Coordinate and supervise a 4-H Community Club in County following Kentucky 4-H Guidelines.

SPECIFIC RESPONSIBILITIES:

- Schedule meeting and activities calendar
- Oversee monthly club meetings
- Recruit members
- Recruit club leaders for monthly meeting activities, refreshments, fund raising, transportation and member reminders
- Serve as club volunteer contact with 4-H agent, notifying agent of club activities and arranging (monthly) meeting room
- See that club news gets to 4-H agent for the county 4-H newsletter
- Encourage the club secretary, or reporter, to send the meeting report to the local newspaper for publishing
- Sign club's non-discrimination statement
- Encourage club members' participation in county, area and state events
- Distribute and collect members' project enrollment forms
- Secure two volunteers to serve as County 4-H council Delegates

QUALIFICATIONS:

- Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- Ability and willingness to work with youth
- Desire to share knowledge and expertise
- Ability to work with 4-H agent, other club leaders, members and their parents
- Delegate responsibility tactfully
- Become familiar with University of Kentucky and the Cooperative Extension Service

BENEFITS:

- Gain respect as a community volunteer
- Working with youth and youth leaders
- Develop organizational and time management skills
- Opportunity to attend State volunteer leader forum, and other 4-H leader workshops

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

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

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating. Lexington, KY 40506



Disabilities
accommodated
with prior notification.