

# 4-H VOLUNTEER RECRUITMENT COORDINATOR

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## **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:**

4-H Volunteer Recruitment Coordinator

## **TIME REQUIRED:**

Twenty hours per month; one-year renewable commitment

## **LOCATION:**

At home, place of business or county Extension Office

## **GENERAL PURPOSE:**

- To identify potential volunteers for service to 4-H
- To contact potential volunteers for service to 4-H
- To recruit volunteers for service to 4-H
- To compile a needs based 4-H directory of volunteer information

## **SPECIFIC RESPONSIBILITIES:**

- To work with agent/volunteers and/or community to identify a list of potential 4-H volunteers
- Contact potential volunteers via phone, e-mail or visit to recruit for service to 4-H
- Use computer to develop a database for volunteer information that will include: name, address, phone numbers, e-mail addresses, and roles willing to perform
- Share volunteer information with county 4-H Agent

## **QUALIFICATIONS:**

- Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- Must own computer and have skills to use it
- Twenty hours per month for time commitment
- Must have access to telephone and transportation

## BENEFITS:

- Increase computer skills
- Meet new people
- Expand 4-H program
- Give volunteer service to the community

## 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."*

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Signature of Volunteer

Date

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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  
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