

## **VOLUNTEER POSITION DESCRIPTION:**

Kentucky 4-H Program  
The University of Kentucky Cooperative Extension Service  
The University of Kentucky

## **POSITION TITLE:**

4-H Grant Writing Coordinator

## **TIME REQUIRED:**

10-12 hours per month: research, 3 hours a month; writing, 3 hours per month;  
and committee work, 3 hours per month

## **LOCATION:**

Varies depending upon grant proposal- Extension office available for research on  
extra computer, word processor for writing and conference room for committee  
meetings

## **GENERAL PURPOSE:**

Give leadership to the Grant Writing Committee by serving as a liaison between the  
county extension office, 4-H professionals, 4-H members and 4-H Council; write and  
receive grants that support the county 4-H program

## **SPECIFIC RESPONSIBILITIES:**

- Research grant sources
- Research community needs
- Recruit a volunteer committee to assist in writing a grant
- Call committee meeting and coordinate with 4-H agent and other necessary  
volunteers
- Inform 4-H Council about grant process/ progress

## **QUALIFICATIONS:**

- Must complete the Volunteer Application process and be approved by the Youth  
Protection/Risk Management Committee.
- Good verbal and written communication skills
- Working knowledge on the Internet
- Be familiar with the goals that the county 4-H program and Plan of Work have
- The ability to work with minimal supervision from the 4-H agent
- The ability to organize, prioritize, and delegate responsibility

## **BENEFITS:**

- Skills gained to expand career growth and potential
- Gain respect for community needs and civic responsibilities
- Recognition and awards will be given to volunteers
- To learn time management and organizational skills

## **SALARY:**

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

## **MENTOR/SUPERVISING PROFESSIONAL**

County 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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University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.  
Lexington, KY 40506



Disabilities  
accommodated  
with prior notification.