

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

4-H Honors Coach

TIME REQUIRED/DURATION OF APPOINTMENT:

- Preparation time is one to two hours a month; periodic update of 4-H member's Honors forms and review of essays
- Meetings are generally held weekly after school for one month – October and/or November
- One Saturday morning during late February or early March for the formal interview process
- Additional time may be needed to help 4-H members search news articles

LOCATION:

County Extension Office or other meeting location as announced.

GENERAL PURPOSE:

The Honors Coach serves as a liaison between the county Extension office, local 4-H professional and 4-H members, their parents and other volunteers regarding 4-H club programs. The Honors Coach supports 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youths grow and reach their fullest potential. The Honors Coach informs and encourages members, parents and other volunteers to actively participate in appropriate 4-H opportunities.

SPECIFIC RESPONSIBILITIES:

- Prepare and conduct, club meetings and activities with input from agent
- Coordinate with county 4-H members and parents, dates for practice interviews
- Advise Honors club members and their parents of other 4-H projects and clubs they may desire to participate in; such as 4-H scholarship workshops, 4-H Demonstration contest, County Fair, etc
- Coordinate qualified YPS approved adults to serve as the practice interview panel
- Assist in securing YPS approved and qualified individuals to serve on the district review committee as needed
- Be committed to young people and their growth in all areas
- Advise 4-H club members regarding their contributions to and participation in club activities
- Be dedicated to young people and sensitive to their abilities and needs
- Encourage 4-H members' and parents' interest and participation
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of the University of Kentucky CES, the Kentucky 4-H program and the county 4-H program
- Recruit new members
- Attend all or make arrangements for the club meetings and activities
- Read 4-H newsletters and literature from the county Extension office and keep members, parents and other volunteers informed
- Participate in one or more volunteer development opportunities each year
- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work
- Teach or direct members and their parents to project resources
- Inform members and parents of project evaluation requirements and dates
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve
- Praise members for the progress they make

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved as a volunteer by the Youth Protection/Risk Management Committee
- Provide own transportation to meeting and activities
- Self starter; be able to work with minimal supervision from professional staff
- Interpersonal communication skills
- A sincere interest in working with extension staff, volunteers, parents and youth
- Organizational skills; ability to organize information and materials in a timely manner
- Ability to organize events
- Ability to work effectively with people
- Ability to identify, target, recruit and orient volunteers
- Ability to organize information and delegate responsibility
- Ability to motivate and educate volunteers

BENEFITS:

- The opportunity to work with youth and provide positive support and growth experience
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make a difference in the life of a child
- Extension staff support for sending out informational letters, copying student checklist and evaluations, and any other items that need to be complete for the event
- Use office supplies and materials
- Extension Professional will be available for consultation
- Recognition and awards will be given to volunteers

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL:

Name:

Title:

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**

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MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.