

## **VOLUNTEER POSITION DESCRIPTION**

Kentucky 4-H Program

The University of Kentucky Cooperative Extension Service

The University of Kentucky

## **POSITION TITLE:**

4-H Project Leader

## **TIME REQUIRED:**

2 hours/week for 4-6 weeks or until project is completed.

## **LOCATION:**

County Extension Office; leader's home or business; local churches, other

## **GENERAL PURPOSE:**

- Teach specific skills to 4-H members as outlined in the 4-H project material
- Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.

## **SPECIFIC RESPONSIBILITIES:**

- Pick up project books from the County Extension Office
- Distribute books to members of project group.
- Assist members in selecting required materials for project completion.
- Advise the 4-H professional of the members' progress
- Assist members in filling out project records upon completion of the project.
- Participate in volunteer development opportunities as offered
- Follow all guidelines & policies of the University of Kentucky Cooperative Extension Service, the Kentucky 4-H program, and the county 4-H program
- Encourage parental participation and support
- Provide positive feedback to members

## **QUALIFICATIONS:**

- Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- Ability to organize information and materials
- Ability to work with minimal supervision from professional staff
- Ability to educate youth while nurturing positive self-esteem, decision-making, responsibility and leadership in youth
- The ability to communicate effectively with youth, parents, and other adult volunteers
- A sincere interest in sharing knowledge & skills with youth in an informal educational setting

## **BENEFITS:**

- Appropriate resource materials will be provided
- Professionals will be available for consultation on a one to one basis
- Recognition will be provided to volunteers
- Opportunity to work with youth and provide support and growth experiences

## **SALARY:**

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

## **MENTOR/SUPERVISING PROFESSIONAL:**

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.