

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

American Private Enterprise Systems Coordinator

TIME REQUIRED / DURATION OF APPOINTMENT:

- 5 hours (3 planning sessions) – 4 months prior to the event
- Approximately 5 hours each day of the event (3 days)
- Miscellaneous management time

LOCATION:

Committee meetings and APES Program can be held at the local extension office or other location

GENERAL PURPOSE:

Will oversee planning and implementation of APES Program. Work with committee members to ensure that guest speaker and locations have been secured.

SPECIFIC RESPONSIBILITIES:

- Event Coordinator
- Coordinate event personnel
- Recruit committee members
- Provide meeting notification
- Plan meeting notification
- Collaborate with committee to identify perspective guest speakers and places to tour
- Report to 4-H agent that speakers and tours have been confirmed

QUALIFICATIONS:

- Must complete the volunteer application and screening processes and be accepted as a volunteer by 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, volunteer, and parent
- Organizational skills; ability to organize information and materials in a timely manner
- Ability to organize events
- Interpersonal communication skills
- 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/or adults providing 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 provide by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make the difference in the life of a child.
- Extension Staff Support for advertising for the APES program, creating the program, purchasing gifts for the guest speakers, and any other items that needs to be complete for the event
- Use office supplies and materials
- Extension Professional will be available for consultation

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

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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Lexington, KY 40506



Disabilities
accommodated
with prior notification.