

VOLUNTEER POSITION DESCRIPTION

4-H, Family & Consumer Sciences, Agriculture/Natural Resources, Horticulture and Fine Arts Programs

Kentucky Cooperative Extension Service

The University of Kentucky College of Agriculture

POSITION TITLE:

Client Protection Committee Secretary

TIME REQUIRED / DURATION OF APPOINTMENT:

- 1 - 2 hours per meeting; meetings held at least quarterly and at the agent's request
- Communication with the CPC Chair and Agents, following each screening session
- September 1 - August 31

LOCATION:

Extension Office

GENERAL PURPOSE:

To make an accurate record of the minutes of all CPC meetings; to send a written report to each program Council with a listing of newly accepted volunteers for the respective program area. Review potential volunteer applicants interested in working with vulnerable audiences in Extension programs that have been categorized as "yellow" or "red."

SPECIFIC RESPONSIBILITIES:

- Attend orientation
- Review volunteer application packets
- Interview volunteer applicants categorized as "yellow"
- Record the minutes of each CPC minutes
- Submit a report to each council with a listing of volunteers accepted for that program area.

QUALIFICATIONS:

- Must complete the Kentucky Volunteer Application processes and be accepted by the Client Protection Committee as a volunteer
- Must be able to maintain the highest level of confidentiality (CPC members have access to sensitive personal information about all volunteer applicants.)
- Provide own transportation to meetings and activities
- Self-starter: must be able to work with minimal supervision from professional staff
- Effective communication skills
- A sincere interest in working with Extension staff, volunteers, parents and youth
- The ability to motivate businesses to donate money or products
- Organizational skills; ability to organize information and materials in a timely matter
- Ability to assimilate and record information and business transacted at CPC meetings
- Commitment to keeping vulnerable audiences safe

BENEFITS:

- The opportunity to work with adults providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunity to share your skills, talents and interests
- Orientation provided by Extension staff
- The opportunity to make a difference
- Increased self-worth by giving back to the community
- Research shows that volunteering promotes better health

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:

Email:

"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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Disabilities
accommodated
with prior notification.