

COMMUNITY EDUCATION STAFF ASSISTANT/ OFFICE MANAGER

VOLUNTEER POSITION DESCRIPTION:

Kentucky 4-H Program

The University of Kentucky Cooperative Extension Service

The University of Kentucky

POSITION TITLE:

Community Education Staff Assistant/Office Manager

TIME REQUIRED:

Ten (10) hours of office work per week; needed from present to June of following year with possibility of extension

LOCATION:

Community Education office

GENERAL PURPOSE:

- Serve as office coordinator
- Save time of the Community Education Coordinator

SPECIFIC RESPONSIBILITIES:

- Answer phone calls, take messages and return calls
- Coordinate calendar documenting meetings, appointments and travel
- Type correspondence on Microsoft Word program
- Type office spreadsheets using Microsoft Excel program
- Type and turn in reports
- Filing of office documents

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- Computer skills
- Ability to work and communicate effectively in verbal and/or written forms
- Ability to work with minimal supervision from professional staff
- Ability to organize information and materials responsibly
- Willingness to become familiar with and work with the Community Education philosophy and guidelines
- Crime check

BENEFITS:

- Educational opportunities will be provided to help the volunteer meet the needs of members, other volunteers, and parents
- Recognition and awards will be given to volunteers
- Gain respect from community needs and civic responsibilities

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL

County Extension 4-H professional(s)/middle manager

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."

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



Disabilities
accommodated
with prior notification.