

## **VOLUNTEER POSITION DESCRIPTION**

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

## **POSITION TITLE:**

4-H Career Shadowing Committee Member

## **TIME REQUIRED / DURATION OF APPOINTMENT:**

- One to two hours per month, September- December
- One to six hours, January (for committee meeting and student placement)
- Two hours, February (orientation)
- One hour, April (program evaluation)

## **LOCATION:**

At home, Extension office, local school

## **GENERAL PURPOSE:**

To assist the 4-H Agent with the 4-H Career Shadowing Program to identify potential business volunteers as hosts, to plan the Career Shadowing Orientation, and to evaluate the program.

## **SPECIFIC RESPONSIBILITIES:**

- Identify and recruit potential volunteers as career shadowing hosts
- Send volunteer application packet to potential volunteers
- Serve on career shadowing planning committee
- Assist agent with matching students to career hosts
- Plan Career Shadowing Orientation for students and hosts
- Meet to finalize and evaluate career shadowing program

## **QUALIFICATIONS:**

- Must complete the Kentucky 4-H Volunteer Application processes and be approved by the Youth Protection/Risk Management Committee
- 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

## **BENEFITS:**

- The opportunity to work with youth and or 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
- Organizational skills; ability to organize information and materials in a timely matter
- The opportunity to make a difference in the life of a child
- 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."*

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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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