

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 Host

TIME REQUIRED / DURATION OF APPOINTMENT:

- One pre-selected day in March, 9 a.m.- 2 p.m.
- Orientation: one evening in late February for one hour
- Preparation/reporting: one-two hours

LOCATION:

Shadowing will take place at your business; Orientation will be at a local school or Extension Office

GENERAL PURPOSE:

Educate students about workforce preparation by mentoring in your workplace. This one day event will introduce a student to your career and job responsibilities and will allow students to explore various career options while experiencing the workplace environment.

SPECIFIC RESPONSIBILITIES:

- Select date to shadow (you will be given three dates from which to choose)
- Attend orientation
- Supervise student from arrival to departure & provide safe environment
- Prepare and organize shadowing date to include hands-on activities
- Make lunch plans (your option to provide or have students bring lunch money)
- Allow time for student to interview you
- After shadowing date is over, send required paperwork to Extension Office

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
- Be employed in a career field
- A sincere interest in sharing knowledge, experiences and skills with youth in an informal educational setting
- The ability to educate youth while nurturing positive self esteem, decision making, and responsibility

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 share career interests
- 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."

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.