

## **VOLUNTEER POSITION DESCRIPTION**

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

## **POSITION TITLE:**

County Fair Coordinator

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

- Coordinator will meet with fair committee/board every month or as needed
  - Meetings usually last 1-2 hours
- One Year duration
- Meetings will consist of planning fair activities and working to fulfill the needs of the fair committee, along with agent supervision
- Meeting dates, times and location will base on the availability of the coordinator

## **LOCATION:**

County fair location or Extension office

## **GENERAL PURPOSE:**

The purpose of the County Fair Coordinator is to plan a County 4-H fair that provides an educational and fun atmosphere and is well received by 4-H members. The planning process should include the fair committee and County 4-H agents. The Coordinator will also work with the county agents to prepare check in, judging and tear down of 4-H county fair projects.

## **SPECIFIC RESPONSIBILITIES:**

- Work with 4-H agents and county fair committee/board to coordinate meetings
- Conduct scheduled meetings
- Plan the 4-H county fair that achieves all goals of the county fair committee members, 4-H council members and 4-H staff
- Provide leadership to county fair committee members
- Work with local businesses and leaders to gain sponsorships and volunteers
- Follow all 4-H guidelines and policies of the University of Kentucky Cooperative Extension Service and the County 4-H program

## **QUALIFICATIONS:**

- Must complete the KY 4-H volunteer application and screening processes and be accepted as a volunteer 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
- Organizational skills; Ability to organize information and materials in a timely matter
- Must have an interest in the county fair and 4-H projects

**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
- Research shows that volunteering promotes improved health
- The opportunity to make a difference in the life of a child
- Watch youth gain knowledge and self esteem as projects are displayed and viewed
- Work with community leaders and gain networking abilities

**SALARY:**

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

**MENTOR / SUPERVISING PROFESSIONAL:**

Name:  
 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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