

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

Livestock Show and Sales Coordinator

TIME REQUIRED/DURATION OF APPOINTMENT:

Approximately 2-3 hours per month; 6 months preferred (April - September)

LOCATION:

May work out of Extension Office or at home

GENERAL PURPOSE:

Give leadership to 4-H/FFA Livestock Show and Sale by serving as a liaison between the county Extension Office, 4-H professionals, FFA vocational Educators, Sales Committee, Sale Buyers and 4-H/FFA Livestock members

SPECIFIC RESPONSIBILITIES:

- Recruit planning committee for show and sale
- Develop plan of action and rules for show and sale (April)
- Orient volunteers, parents and livestock exhibitors
- Schedule facility for show and sale
- Develop database of prospective buyers
- Design and distribute show/sale promotion brochure
- Hire judge for show
- Assign volunteer tasks for event and orient volunteers to their duties
- Advertise sale to prospective buyers throughout the community utilizing a variety of media and means
- Recruit sales force (Auctioneers, Ringmen, Clerks, Cashier)
- Secure auction and clerking supplies
- Arrange for support
- Work with Extension staff to develop a sales catalog
- Arrange for scales and P.A. system

QUALIFICATIONS:

- Must undergo the Kentucky 4-H volunteer application and screening process and be accepted as a volunteer
- Must complete the volunteer application process and be approved by the Youth Protection/Risk Management Committee
- Knowledge of business community (agribusiness, banks, insurance companies, etc.)
- Ability to develop a database (or work with Extension support staff to do so)
- Ability to organize information and delegate responsibility

- Ability to motivate and educate volunteers, parents, youth and community supporters
- Ability to be self-motivated; require minimal supervision

BENEFITS:

Staff support

Use office supplies and materials

Facilities for meetings

Extension professional to consult and provide support

SALARY:

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

MENTOR/SUPERVISING PROFESSIONAL:

County Extension Agent responsible and accountable for this position. Include:

Name

Title

Address

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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Disabilities
accommodated
with prior notification.