

## **VOLUNTEER POSITION DESCRIPTION**

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

## **POSITION TITLE:**

Poster Art Coordinator

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

- 3 hours (2 planning sessions) – 3 months prior to the event
- Approximately 2 hours on the day of the event
- Miscellaneous management time

## **LOCATION:**

- Committee meetings can be held at the local extension office or other location
- Poster Art Contest can be held at the local extension office

## **GENERAL PURPOSE:**

Will oversee planning and implementation of county Poster Art Contest and work with committee members to ensure that judges and location have been secured.

## **SPECIFIC RESPONSIBILITIES:**

- Event Coordinator
- Coordinate event personnel
- Recruit committee members
- Provide meeting notification
- Plan meeting notification
- Collaborate with committee to identify perspective judges.
- Report to 4-H agent that judges and location have been confirmed

## **QUALIFICATIONS:**

- Must complete the volunteer application and screening processes and be accepted as a volunteer by Youth Protection/Risk Management Committee
- Provide own transportation to meeting and activities
- Self starter; be able to work with minimal supervision from professional staff
- Interpersonal communication skills
- A sincere interest in working with extension, volunteer, and parent
- Organizational skills; ability to organize information and materials in a timely manner
- Ability to organize events
- Ability to work effectively with people
- Ability to identify, target, recruit and orient volunteers
- Ability to organize information and delegate responsibility
- Ability to motivate and educate volunteers

## BENEFITS:

- The opportunity to work with youth and/or adults providing positive support and growth experience
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provide by extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make the difference in the life of a child.
- Extension Staff Support for advertising for the Poster Art Contest, collecting ribbons for the participants, purchasing gifts for the judges, and any other items that needs to be completed for the event
- Use office supplies and materials
- Extension Professional will be available for consultation

## SALARY:

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

## MENTOR/SUPERVISING PROFESSIONAL:

Name:

Title:

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."*

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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  
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**MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT**

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Lexington, KY 40506



Disabilities  
accommodated  
with prior notification.