

VOLUNTEER POSITION DESCRIPTION

4-H Poster Committee Member - Warren County
Kentucky 4-H Youth Development Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:

4-H Poster Committee Member

TIME REQUIRED / DURATION OF APPOINTMENT:

Month of February, 3 1/2 hours (includes committee meeting, event, and calling judges)

LOCATION:

At the Extension Office and at home

GENERAL PURPOSE:

To assist the 4-H Youth Development Agent in organizing and coordinating the 4-H Poster Contest.

SPECIFIC RESPONSIBILITIES:

- Be able to meet at least one day for a committee meeting to plan and organize the 4-H Poster Contest
- Reserve location for the event (usually the Extension Office)
- Identify and recruit (via telephone or face to face visit) three qualified judges
- Notify 4-H agent of names and addresses of judges so that Poster Contest information and judges score sheets can be sent to judges (at least one week prior to event)
- Create and/or maintain data base for volunteer information (include name, address, phone numbers, e-mail addresses, and roles willing to perform)
- Organize posters into age categories for judging
- Tabulate score sheets, place ribbons on posters and record scores
- Secure location(s) to display posters for public viewing

QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protections/Risk Management Committee
- Access to transportation and telephone
- Ability to work and communicate effectively in verbal and/or written forms
- The ability to motivate volunteers to assume leadership positions
- The ability to work with minimum supervision from professional staff
- A sincere interest to work with other volunteers and professional staff in an educational setting

BENEFITS:

- The opportunity to work with other volunteers to provide positive support and growth experiences for youth
- To develop communication and leadership skills
- To gain respect for community needs and civic responsibilities
- Increased self worth by giving back to the community
- Recognition by 4-H agents and 4-H Council

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.