



# Reality Store Committee Chair

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**VOLUNTEER POSITION DESCRIPTION:**

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

**POSITION TITLE:**  
Reality Store Committee Chair

**TIME REQUIRED:**  
+ 6 hours (3 - 2 hour planning sessions) - 3 months prior to event  
+ Full program day - day of event  
+ Miscellaneous management time - 1 hour per week

**LOCATION:**  
Meetings at County Extension Office, work out of home, program at local high school

**GENERAL PURPOSE:**  
Will oversee planning and implementation of Reality Store

**SPECIFIC RESPONSIBILITIES:**  
+ Recruit committee members  
+ Coordinate event personnel  
+ Plan meeting agenda  
+ Prepare minutes  
+ Provide meeting notification  
+ Coordinate committee chairs  
+ Prepare brochure for the event

**QUALIFICATIONS:**  
+ Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.  
+ Ability to organize events  
+ Interpersonal communication skills  
+ Ability to work effectively with people  
+ Ability to identify, target, recruit and orient volunteers  
+ Knowledge of community leaders, merchants, sales, service and entrepreneurs  
+ Ability to develop a database



- + Ability to organize information and delegate responsibility
- + Ability to motivate and educate volunteers
- + Ability to be self-motivated with minimal supervision

**BENEFITS:**

- + Scheduled use of office computer/machinery
- + Staff support
- + Use office supplies and materials
- + Mileage for use of personal vehicle with 4-H Council approval
- + Professional will be available for consultation
- + Facilities for educational workshops will be provided

**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

NAME:

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  
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.