

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

Kentucky 4-H Shooting Sports Certified Level I Instructor - Coordinator

TIME REQUIRED / DURATION OF APPOINTMENT:

- 1-year commitment, renewable annually
- 2-3 hours per week, year-round or when club is active ○ Time commitment will vary depending on the time of year and county program

LOCATION:

County Extension Office or other meeting places as needed or arranged, local range, and local/state shooting sports events.

GENERAL PURPOSE:

Provide organizational support to county 4-H agent(s) and certified instructors to facilitate safe, hands-on, educational opportunities to youth within the county KY 4-H Shooting Sports program.

SPECIFIC RESPONSIBILITIES:

- Planning and overall organization of club meetings and discipline practices.
- Serve as liaison between county 4-H agent(s) and certified instructors.
- Support county 4-H agent with needs associated with the county 4-H Shooting Sports program, including but not limited to:
 - Maintaining appropriate paperwork and records for club meetings/practices
 - Equipment and supplies management
 - Identification and recruitment of potential volunteers to attend the 4-H Shooting Sports Coaches Certification Workshop
 - Resource development and fundraising
 - Communication with certified instructors, youth, and families
- Adhere to and promote:
 - University of Kentucky Policies & Procedures
 - All local, state, and federal laws
 - Kentucky 4-H Policies, Guidelines and Code of Conduct
 - Kentucky 4-H Shooting Sports Policies & Guidelines
 - National 4-H Shooting Sports Standards
- Keep up to date with any Kentucky 4-H Shooting Sports Policy or Discipline Rule changes.
- Follow and maintain risk management procedures.

- Serve as a role model for youth and volunteers in the program.
- Promote the incorporation of high-quality Positive Youth Development (PYD) principles into all aspects of the KY 4-H Shooting Sports program.
- Incorporation of STEM (science, technology, engineering, and math) education into discipline teachings during club meetings/practices.
- Maintain up to date volunteer paperwork in the county in which you have been approved as a volunteer.

QUALIFICATIONS:

- Accepted and approved current KY 4-H volunteer with up-to date paperwork and in good standing in the county in which you have been approved as a volunteer.
- Attend and complete KY 4-H Shooting Sports Coaches Certification Workshop in the Coordinator discipline
- Must be at least 21 years of age
- Capacity for working with youth and interest in youth development
- Ability to work with adults and delegate responsibilities
- Exhibit communication, organizational, and management skills
- Aptitude for networking and collaborating
- Patience, cooperation, and enthusiasm for the program
- Ability and willingness to accept direction and supervision from your county 4-H agent

BENEFITS:

- Provide opportunities for youth to find and develop their spark.
- Work with like-minded individuals to sustain and grow your local 4-H Shooting Sports program.
- Increase personal knowledge of the KY 4-H Shooting Sports program.
- Opportunities for continuing education.

SALARY:

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

MENTOR / SUPERVISING PROFESSIONAL:

Name:

Title:

Address:

City, State, Zip:

Phone:

Email:

Signature of Volunteer

Date

Signature of Extension Professional

Date

Cooperative Extension Service

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MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Lexington, KY 40506



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accommodated
with prior notification.