

## **Volunteer Position Description**

Community Arts Events Volunteer  
Cooperative Extension Service  
University of Kentucky

## **POSITION TITLE:**

Community Arts Volunteer Event Volunteer

## **TIME REQUIRED:**

2-8 hours, depending on event

## **LOCATION:**

Varies by event, typically includes Extension offices, downtown areas, or outdoor community venues

## **GENERAL PURPOSE:**

Support the implementation of community arts activities by providing assistance at single-day or short-term events. Volunteers serve as ambassadors for Extension while helping with setup, hospitality, participant engagement, and cleanup.

## **SPECIFIC RESPONSIBILITIES:**

- Assist with event setup and take-down (tables, tents, supplies)
- Greet participants and provide directions or basic information
- Distribute materials (e.g. flyers, art supplies)
- Support attendees during hands-on activities (under supervision)
- Represent Extension with a welcoming, community-centered attitude
- Follow guidelines related to participant safety and youth interaction

## **QUALIFICATIONS:**

- Applicants must complete volunteer application/screening process
- Provide own transportation to meetings and activities
- Self-starter, Must be able to work with minimal supervision from professional staff
- Effective communication skills with Extension staff, volunteers, and program participants
- A sincere interest in working with Extension staff, volunteers, parents and youth
- Ability to organize information and materials in a timely manner.

## BENEFITS:

- The opportunity to work with youth and/or adults, providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by Extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make a difference in the life of a youth or adult
- Use office supplies and materials
- Extension professionals will be available for consultation

## SALARY:

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

## SUPERVISOR: (County Extension Agent responsible and accountable for this position)

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."*

## SIGNATURES:

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Signature of volunteer

Date

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Signature of supervisor

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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Lexington, KY 40506

