

# Community Arts Volunteer Project Leader

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## **Volunteer Position Description**

Community Arts Volunteer Project Leader  
Cooperative Extension Service  
University of Kentucky

## **POSITION TITLE:**

Community Arts Volunteer Project Leader

## **TIME REQUIRED:**

- 5-10 hours per month, depending on project scope
- Typical duration: 6-12 months
- Includes planning time, communications with Extension Staff, and facilitation of activities

## **LOCATION:**

Extension offices, community centers, public art sites, schools or other community locations such as Senior Citizens center, Health Department or Library. Depending on project, additional planning time may be necessary at home.

## **GENERAL PURPOSE:**

Support the design, delivery, and evaluation of arts programs that enhance creative learning, place-making, and community pride. Community Arts Volunteers may facilitate workshops, lead public art activities, or manage multi-week programs.

## **SPECIFIC RESPONSIBILITIES:**

- Collaborate with Extension agent to plan project timelines and logistics
- Lead or co-facilitate community arts activities (e.g., painting, fiber arts, performance, crafts)
- Maintain a welcoming and inclusive environment for participants
- Ensure setup and cleanup of supplies and materials
- Communicate with Extension staff about participant attendance, feedback, and supply needs
- Participate in evaluation efforts (e.g., surveys, feedback forms)
- Follow all Extension policies, especially youth protection and safety guidelines
- Notify agent promptly of any challenges or schedule changes

## **QUALIFICATIONS:**

- Applicants must complete volunteer application/screening process
- Provide own transportation to meetings and activities
- Background or strong interest in arts and creative community development
- Experience leading activities for groups or willingness to be trained
- Effective communication skills with Extension staff, volunteers, and program participants
- A sincere interest in working with Extension staff, volunteers, parents, and youth

## 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

