

Volunteer Position Description

Family & Consumer Sciences Program
Cooperative Extension Service
University of Kentucky

POSITION TITLE:

Family and Consumer Sciences (FCS) Volunteer

TIME REQUIRED:

- Instructor will conduct 5-10 meetings (workshops) lasting 1-2 hours each
- One year (July 1 - June 30)
- Meeting dates, times, location and frequency are flexible based on the volunteer's availability and the workshop being presented

LOCATION:

Meetings may be held at the Extension office or at another location or meeting place that is convenient and accessible for the club, group, event, program or activity. Planning and preparation may be done at the Extension Office or at the volunteer's home.

GENERAL PURPOSE:

Assist the FCS Agent in planning, preparing, and delivering a program, event, or activity. Community members will receive knowledge and information, and delivery skills related to Family & Consumer Sciences that will improve the quality of life for them and their families.

SPECIFIC RESPONSIBILITIES:

- Work with Extension agent to coordinate meetings and activities
- Conduct scheduled meetings
- Provide leadership to FCS clientele when applicable
- The volunteer will be committed to helping clientele be good citizens by making a positive contribution to their family, school or community
- Encourage family involvement when applicable
- Work with FCS agent and assist with the evaluation process
- Follow all policies of the University of Kentucky Cooperative Extension Service

QUALIFICATIONS:

- Applicants must complete the volunteer application and 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
- Organizational skills; Ability to organize information and materials in a timely matter

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:

Phone:

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:

Signature of volunteer

Date

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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University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506

