

## **Volunteer Position Description**

4-H/FCS/ANR/HORT/Community Arts Council Member  
Cooperative Extension Service  
University of Kentucky

## **POSITION TITLE:**

4-H/FCS/ANR/HORT/Community Arts Council Member

## **TIME REQUIRED:**

Regular meetings and activities as designated by program area council's constitution and bylaws.

## **LOCATION:**

County Extension office, virtual meetings, or community site.

## **GENERAL PURPOSE:**

The program area council is an organized body of volunteers who engage with County Extension Agents and help identify community issues and program needs. Council members give support to develop, carry out, and evaluate non-formal educational programs that contribute to a county's social, environmental, and economic development.

## **SPECIFIC RESPONSIBILITIES:**

- Identify issues and opportunities that serve as a basis for Cooperative Extension Programs in (ANR, 4HYD, FCS, CED) program areas by setting priorities and goals for the program Plan of Work through needs assessments and program design; program implementation; and program evaluation.
- Communicate and promote Extension (ANR, 4HYD, FCS, CED) programs to clientele, collaborating organizations, and stakeholders.
- Ensure a broad-based Extension program available to all citizens.
- Work cooperatively with the County Extension Council to address major county issues and program needs.
- Specific functions are determined by the program area councils, their constitution and bylaws, and the council member job description.

## **QUALIFICATIONS:**

- Applicants must complete volunteer application and screening process
- Members provide their own transportation to meetings and activities
- Council members must be able to represent and establish rapport with current or potential clientele groups while at the same time seeing the broader picture of county and community needs
- Members should be able to function in a group with good communication, critical thinking, and understanding of Cooperative Extension's mission and commitment to serve all is valuable

## BENEFITS:

- Members will affect the lives and futures of individuals, communities, and the county as a whole.
- Members will develop personal working relationships with other community leaders and the Cooperative Extension staff.
- Members will enhance their own leadership and program development skills while contributing to the development of others.
- Members will gain satisfaction and fulfillment as they see progress in various program initiatives.
- Members will gain insight to other local county programs through local collaborations and to other University of Kentucky and Kentucky State University programs as well.
- Members will have the opportunity to experience Cooperative Extension training, forums, and workshops on leadership and volunteer programs.

## SALARY:

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

## SUPERVISOR: (County Extension agent assigned to the program area)

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**

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English.  
University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.  
Lexington, KY 40506

