



4-H International Programs “Assistant Coordinator” Volunteer Position Description

Position Title

Assistant Coordinator for 4-H International Programs

Background

Kentucky 4-H has participated in international exchange programs with a multitude of people, countries and organizations for decades. Currently Kentucky 4-H is focusing on month long Japanese Exchanges (LABO and UTREK) and year long exchanges through the LABO-HS and FLEX (Future Leader Exchange program with countries from the former Soviet Union). These exchange programs emphasize global education through the host family experience. Exchange students spend one month to one year living with a host family about their culture, language, customs and family life.

As one of the Assistant Coordinators for International Programs you would assist our State Coordinator in program promotion and management. The State Coordinator is:

Mark Mains, Extension Specialist

University of Kentucky

212 Scovell Hall; Lexington, KY 40546

Phone: 859.257.5961 x231

Fax: 859.257.7180

Cell: 859.393.1463

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Time Required

The Assistant Coordinator for 4-H International Programs position requires a minimum two year commitment. In general, each year the Assistant Coordinator will:

1. Serve as a member of the State International Program Committee that gives overall guidance to Kentucky 4-H International Programs.
2. Attend meetings and activities of the committee. Participate in conference calls as scheduled throughout the year.
3. Attend Coordinator Orientation/Training held each year in February/March.
4. Assist with recruiting and interviewing Kentucky host families for incoming international delegates and chaperones.
5. Assist with recruiting Kentucky 4-H'ers to participate in exchange programs.

This position will require, on average, a time commitment of 1-1.5 days per month. The most time will be spent in January - June when recruiting host families.

Location:

Assistant Coordinators will be assigned on a regional basis. Recruitment and host family orientations will be within their geographic region. Other programs will be scheduled at central locations as much as possible.

General Purpose

The general purpose of this position is to find qualified and exceptional families or individuals, across Kentucky, who will serve as host families to youth from other countries. Assistant Coordinators should be enthusiastic about promoting these international opportunities.

Specific Responsibilities

First Year: Assist with recruiting Kentucky host families for incoming international delegates and chaperones. Assist with recruiting Kentucky 4-H members who are interested in outbound exchange programs. Attend a training and orientation session for all, selected, Assistant Coordinators. Attending one orientation session for summer host families and assist as needed. As program finances permit, attend the International Exchange Coordinators Conference (October 2008 - Michigan). Additional responsibilities as requested. *The first year is designed to be a valuable learning experience for the Assistant Coordinator to better prepare them for duties in the second year.*

Second Year: Assist with recruiting, interviewing and orienting Kentucky host families for incoming international delegates and chaperones. Assist with recruiting Kentucky 4-H members who are interested in outbound exchange programs. Attend a training and orientation session for all, selected, Assistant Coordinators. Assist the state program coordinator with the Japanese summer exchange program orientations. Additional responsibilities as requested.

Qualifications:

Applicants for this position should be enthusiastic and committed to promoting international experiences for 4-H youth and host families. Ability to travel (within state) and utilize email necessary. Preference will be given to those who have been involved with the 4-H International Exchange program, those who have international experience and those who have worked with 4-H Youth. Applicants will be required to be approved through the Youth Projection/Risk Management process of their home county.

Salary & Benefits:

UNSALARIED. VOLUNTEER.

1. Opportunity to learn first hand about Japan and other countries, their people and culture and the privilege of helping American families and international youth engage in cross-cultural experiences.
2. Paid registration to the Kentucky Volunteer Forum (every other year) in Lexington, KY. Appropriate recognition provided at this event.
3. Program finances permitting, reimbursement for some or all of travel and related expenses for orientation, committee meetings, etc.
4. Program finances permitting, expenses paid for attending the International Exchange Coordinators annual meeting.
5. Other travel opportunities may become available as the program grows.

How to Apply:

Please submit the "4-H International Program, Assistant Coordinator's" Application along with a short letter of interest on why you are interested in this state level volunteer position. Deadline for 2008 is February 1. Please include this signed position description.

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| Signature of Volunteer: _____ | Date: _____ |
| Signature of Supervisor: _____ | Date: _____ |