


4-H AFTER SCHOOL COORDINATOR

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H/Youth Development Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:

4-H After School Coordinator

TIME REQUIRED:

One to two hours per meeting; one meeting per month, September through April (excluding December), to meet with and educate project facilitators.

LOCATION: _____

Elementary schools in the county
Cooperative Extension Service office for preparation, support, resources, orientation and in-service education

GENERAL PURPOSE:

- + Coordinate after school 4-H program utilizing a team of adult volunteers to facilitate project club meetings
- + Serve as a liaison between the county Extension Service, local 4-H volunteers, the school, Family Resource Centers and parents of 4-H members regarding the after school 4-H programs

SPECIFIC RESPONSIBILITIES:

- + Be committed to young people and cognitive, emotional, physical and social development
- + Encourage 4-H members' interests and participation
- + Communicate marketing needs to 4-H/Youth Development Agent to publicize clubs
- + Coordinate project training opportunities at the schools
- + Provide judges to evaluate entries each month for 4-H fair
- + Educate volunteer facilitators to teach a craft/project
- + Recruit skilled volunteers to teach a craft/project
- + Budget funding from Family Resource Center for 4-H projects/activities

- + Coordinate teen assistants for each after school club meeting
- + Provide incentives for volunteer facilitators and assistants

QUALIFICATIONS:

- + Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + The ability to motivate volunteers to teach project skills to youth
- + A sincere interest in sharing knowledge and skills with adults and youth
- + The ability to provide educational/skill building projects that will earn high quality rewards at the State 4-H Fair
- + The ability to work with minimum supervision from professional staff

BENEFITS:

- + Develop life-long friendships with youth, parents and volunteers
- + Opportunity for recognition

SALARY:

Unsalared; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

4-H Extension Agent

NAME: Lee Ann McCuiston

ADDRESS: P.O. Box 97

CITY, STATE, ZIP: Elkton, KY 42220-0097

PHONE: (270) 265-5659

FAX: (270) 265-3534

E-MAIL: lmccuist@uky.edu

Volunteer's Signature _____

Date_____

Agent's Signature_____

Date_____