


Assessment 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:

Assessment Coordinator

TIME REQUIRED:

3 month appointment; 4 hours training; 6 hours team meetings; 2-3 hours per survey site for preparing site, conducting survey, and tabulating results.

LOCATION:

Menifee County Cooperative Extension Service; Survey sites: Frenchburg, Means, Wellington, Denniston.

GENERAL PURPOSE:

Administer a prepared survey in four different areas within the county to identify programs that residents feel are needed in the county; serve as team captain for leaders who will assist in need assessment survey; serve as liaison between the team, CES office, and 4-H/Youth Development Council; encourage both adults and youth to participate in the survey.

SPECIFIC RESPONSIBILITIES:

- + Keep CES office and team members informed of all plans
- + Meet with team to plan specifics
- + Secure and confirm survey sites
- + Coordinate team efforts to set up meeting site (chairs, refreshments, etc.)
- + Obtain survey materials from CES office
- + Work with team so all can facilitate discussions at sites
- + Ensure that all participants have opportunity to share their ideas
- + Encourage participation
- + Tabulate survey results and share with CES staff, team, and 4-H /YD Council
- + Help share/publicize results with community and stakeholders

QUALIFICATIONS:

- + Must undergo the Kentucky 4-H volunteer application and screening and be accepted as a volunteer
- + Be responsible for own transportation
- + The ability to delegate tasks to team members
- + Sincere interest in identifying needs in the county
- + Ability to communicate with other people

BENEFITS:

- + Opportunity to improve the existing program
- + Opportunity to help county identify needs

SALARY:

Unsalari ed; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

NAME: Sherri McCleanhan

ADDRESS

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

Volunteer's Signature: _____

Date: _____

Agent's Signature: _____

Date: _____