


COMMUNITY EDUCATION STAFF ASSISTANT/ OFFICE MANAGER

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

Community Education Staff Assistant/Office Manager

TIME REQUIRED:

Ten (10) hours of office work per week; needed from present to June of following year with possibility of extension

LOCATION:

Community Education office

GENERAL PURPOSE:

- + Serve as office coordinator
- + Save time of the Community Education Coordinator

SPECIFIC RESPONSIBILITIES:

- + Answer phone calls, take messages and return calls
- + Coordinate calendar documenting meetings, appointments and travel
- + Type correspondence on Microsoft Word program
- + Type office spreadsheets using Microsoft Excel program
- + Type and turn in reports
- + Filing of office documents

QUALIFICATIONS:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- + Computer skills

- + Ability to work and communicate effectively in verbal and/or written forms
- + Ability to work with minimal supervision from professional staff
- + Ability to organize information and materials responsibly
- + Willingness to become familiar with and work with the Community Education philosophy and guidelines
- + Crime check

BENEFITS:

- + Educational opportunities will be provided to help the volunteer meet the needs of members, other volunteers, and parents
- + Recognition and awards will be given to volunteers
- + Gain respect from community needs and civic responsibilities

SALARY:

Unsalariated; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

County Extension 4-H professional(s)/middle manager

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: