


Reality Store Committee Chair

VOLUNTEER POSITION DESCRIPTION:

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

POSITION TITLE:

Reality Store Committee Chair

TIME REQUIRED:

- + 6 hours (3 - 2 hour planning sessions) - 3 months prior to event
- + Full program day - day of event
- + Miscellaneous management time - 1 hour per week

LOCATION:

Meetings at County Extension Office, work out of home, program at local high school

GENERAL PURPOSE:

Will oversee planning and implementation of Reality Store

SPECIFIC RESPONSIBILITIES:

- + Recruit committee members
- + Coordinate event personnel
- + Plan meeting agenda
- + Prepare minutes
- + Provide meeting notification
- + Coordinate committee chairs
- + Prepare brochure for the event

QUALIFICATIONS:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- + Ability to organize events
- + Interpersonal communication skills
- + Ability to work effectively with people

- + Ability to identify, target, recruit and orient volunteers
- + Knowledge of community leaders, merchants, sales, service and entrepreneurs
- + Ability to develop a database
- + Ability to organize information and delegate responsibility
- + Ability to motivate and educate volunteers
- + Ability to be self-motivated with minimal supervision

BENEFITS:

- + Scheduled use of office computer/machinery
- + Staff support
- + Use office supplies and materials
- + Mileage for use of personal vehicle with 4-H Council approval
- + Professional will be available for consultation
- + Facilities for educational workshops will be provided

SALARY:

Unsalaries; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

County Extension Agent responsible and accountable for this position

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

Signature of Volunteer

Date

Signature of Extension Professional

Date