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# VOLUNTEER RESOURCE COORDINATOR

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## VOLUNTEER POSITION DESCRIPTION

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

### POSITION TITLE:

Volunteer Resource Coordinator

### TIME REQUIRED:

One year; renewable

### LOCATION:

Volunteer service: At home, office or as arranged  
Supervision: County Extension Office

### GENERAL PURPOSE:

- + Lead the county 4-H Council in identifying resources, both financial and otherwise, that can be utilized in improving the educational opportunities available to both adult and teen volunteers and youth

### SPECIFIC RESPONSIBILITIES:

- + Be committed to the 4-H program
- + Audits growth in a variety of areas
- + Be aware of current opportunities available to volunteers and members
- + Become aware of the needs of volunteers and members for additional educational opportunities

### QUALIFICATIONS:

- + Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Must own computer and have skills to use it
- + Ten hours per week for time commitment
- + Must have access to telephone and transportation

- + Ability to communicate both in writing and verbally with volunteers
- + Ability to communicate both in writing and verbally with business people and other sources of funding
- + Knowledge of grantsmanship
- + Knowledge of which corporations/foundations provide funding for certain activities
- + Contacts with businesses, corporations, foundations

**BENEFITS:**

- + The opportunity to see volunteers and members grow via increased educational opportunities
- + Increased respect for volunteer and member community contributions
- + Increased respect for community needs
- + Opportunity to share success at Kentucky Volunteer Forum by teaching workshop
- + Chance to develop friendships with members and other volunteers

**SALARY:**

Unsalariated; Volunteer

**MENTOR/SUPERVISING PROFESSIONAL:**

4-H Extension Agent

NAME: Janet Turley, County Extension Agent for 4-H Youth Development, Warren County

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Volunteer's Signature\_\_\_\_\_

Date\_\_\_\_\_

Agent's Signature\_\_\_\_\_

Date\_\_\_\_\_