


WEBMASTER

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:

Webmaster

TIME REQUIRED:

Three to five hours monthly for 12 months

LOCATION:

From volunteers computer or arrangements can be made to use a computer at the County Extension Office.

GENERAL PURPOSE:

- + To create and update on a monthly basis the County Extension Office web page
- + To make newsletters, etc. visually appealing and user friendly by utilizing technology skills

QUALIFICATIONS:

- + Experience in developing web pages (can demonstrate this ability by submitting examples of web pages designed)
- + Must have good editing and writing skills
- + Preference giving to students, enrolled in technology classes or have had training in web design

BENEFITS:

- + Opportunity to improve technology skills
- + Experience in developing, maintaining and supporting a professional website

SALARY:

Unsalariied; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent contact responsible for marketing or computers or Internet

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

Volunteer's Signature _____

Date _____

Agent's Signature _____

Date _____