


COMMUNITY CLUB COORDINATOR

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

Community Club Coordinator

TIME REQUIRED:

Two hours/ month for 12 months

LOCATION:

Entire county

GENERAL PURPOSE:

- + Serve as a liaison between county Extension office, local 4-H professionals, and 4-H community club leaders
- + Support 4-H professionals, volunteers, and members in conducting meaningful and educational experiences to help youth grow to reach their fullest potential
- + Develop volunteers by informing them of appropriate 4-H opportunities and activities

SPECIFIC RESPONSIBILITIES:

- + Be committed to young people and development in all areas
- + Actively recruit 4-H community club leaders
- + Serve as primary communication link between Extension office, Extension professionals and community clubs
- + Maintain appropriate communications with and coordinate contributions of other club volunteers
- + Represent community clubs at advisory council meetings
- + Abide by all UK policies, Cooperative Extension Service and the 4-H program

- + Keep volunteers informed of volunteer development opportunities
- + Participate in one or more volunteer development opportunities

QUALIFICATIONS:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Provide information and motivate community club volunteers
- + Recruit volunteers interested in the 4-H program
- + Delegate responsibility
- + Work and communicate effectively with volunteers and 4-H staff
- + Have sincere interest in working with other volunteers
- + Abide by the University of Kentucky, Cooperative Extension, Kentucky 4-H program and the county 4-H program rules

BENEFITS:

- + Educational opportunities will be provided to help the volunteer meet the needs of members, volunteers and parents.
- + Appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials will be provided.
- + Professionals will be available to consult with volunteers on a one to one basis.
- + Opportunities for professionals to listen to volunteers' ideas to help improve the 4-H program will be available.
- + Recognition and awards will be given to volunteers.

SALARY:

Unsalaries; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

County 4-H agents

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: