


COUNTY 4-H FINANCIAL MANAGER

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

County 4-H Financial Manger

TIME REQUIRED:

5 hours per week (approximate) for 2 years beginning September 1 - August 31

LOCATION:

County Extension office, local bank, and/or investment firm

GENERAL PURPOSE:

- + Secure funds from fund-raising coordinator
- + Serve as liaison between county Extension office, investment firm and fundraising coordinator
- + Serve as ex-officio member of county 4-H council
- + Meet with 4-H agents to determine financial goals and future needs of the 4-H program

SPECIFIC RESPONSIBILITIES:

- + Manage funds for county 4-H council
- + Provide insight into potential investments
- + Conduct financial transactions for 4-H council
- + Oversee general well-being of 4-H finances
- + Maintain accurate financial records and report standings at council meetings

QUALIFICATIONS:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Possess knowledge and understanding of financial management, investment banking, or

- financial planning
- + Previous experience as financial manager
- + Ability to work and communicate in verbal and written form
- + Acceptance to being bonded
- + Prior knowledge of Kentucky 4-H program, its philosophy and guidelines
- + Prefer certified financial manager

BENEFITS:

- + Bonding premium provided by county 4-H council
- + 4-H professional available to consult on a one on one basis
- + Opportunity to provide education programs for youth
- + Recognition and Awards will be provided

SALARY:

Unsalariated; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

Mentor/Supervising Professional
County Extension Agent for 4-H/Youth Development

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: