


FUNDRAISING COORDINATOR

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

Fundraising Coordinator

TIME REQUIRED:

As needed to reach goal. Serve a two-year term, may be re-elected for a second consecutive term.

LOCATION:

Meeting: County Cooperative Extension Service office or volunteers' home or office.
Supervision: County Cooperative Extension Service office

GENERAL PURPOSE:

- + Volunteer will seek donations to meet goal of five thousand dollars (\$5,000) annually
- + Serve as liaison between volunteers and County Extension Agent
- + Lead volunteers through recruitment measures to obtain financial contributions

SPECIFIC RESPONSIBILITIES:

- + Report bimonthly to county 4-H Council on ideas for fundraising and progress
- + Delegate responsibility to volunteer base in order to reach the financial goal through fundraising efforts
- + Plan, create, organize and implement fundraising ideas to meet fund-raising goal

QUALIFICATIONS:

- + Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Be a creative thinker

- + Be assertive and willing to delegate authority
- + Manage time wisely and communicate effectively

BENEFITS:

- + Meet exciting and new people
- + Benefit the entire 4-H program through gained financial contributions

SALARY:

Unsalared; Volunteer

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

NAME: Robert Tashjian

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Volunteer's Signature_____

Date_____

Agent's Signature_____

Date_____