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# 4-H GRANT WRITING COORDINATOR

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## VOLUNTEER POSITION DESCRIPTION

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

**POSITION TITLE:**  
4-H Grant Writing Coordinator

**TIME REQUIRED:**  
10-12 hours per month: research, 3 hours a month; writing, 3 hours per month; and committee work, 3 hours per month

**LOCATION:**  
Varies depending upon grant proposal- Extension office available for research on extra computer, word processor for writing and conference room for committee meetings

**GENERAL PURPOSE:**  
Give leadership to the Grant Writing Committee by serving as a liaison between the county extension office, 4-H professionals, 4-H members and 4-H Council; write and receive grants that support the county 4-H program

- SPECIFIC RESPONSIBILITIES:**
- + Research grant sources
  - + Research community needs
  - + Recruit a volunteer committee to assist in writing a grant
  - + Call committee meeting and coordinate with 4-H agent and other necessary volunteers
  - + Inform 4-H Council about grant process/ progress

## **QUALIFICATIONS:**

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- + Good verbal and written communication skills
- + Working knowledge on the Internet
- + Be familiar with the goals that the county 4-H program and Plan of Work have
- + The ability to work with minimal supervision from the 4-H agent
- + The ability to organize, prioritize, and delegate responsibility

## **BENEFITS:**

- + Skills gained to expand career growth and potential
- + Gain respect for community needs and civic responsibilities
- + Recognition and awards will be given to volunteers
- + To learn time management and organizational skills

## **SALARY:**

Unsalaries; Volunteer.

## **MENTOR/SUPERVISING PROFESSIONAL**

County 4-H Extension Agent

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: