


COUNTY PUBLIC SCHOOL LIAISON

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:
County Public School Liaison

TIME REQUIRED:
10 months; approximately 10 hours per week

LOCATION:
County 4-H office; some work could be completed at home, there would also be times when work would need to be done at the Extension office, School Board and possibly even occasional visits to schools.

- GENERAL PURPOSE:**
- + To serve as a liaison between the county public schools administration and the county 4-H Program, local 4-H professionals, 4-H members, parents, and other 4-H volunteers regarding 4-H programs in the county public schools
 - + To support 4-H professionals, volunteers and members in conducting meaningful educational clubs, experiences, and programs in county public schools

- SPECIFIC RESPONSIBILITIES:**
- + Serve as a primary communication link between the 4-H office and county public schools
 - + Attend 4-H meetings when needed
 - + Coordinating enrollment for teachers to participate in Extension sponsored in-service educational experiences
 - + Becoming knowledgeable of county public schools policies and communicating and coordinating 4-H's compliance
 - + Developing and promoting activities and programs within the county public schools

QUALIFICATIONS:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee.
- + The ability to work and communicate effectively in verbal and/or written forms
- + The ability to work minimal supervision from professional staff
- + College degree and minimum of 3 years employment experience with county public schools
- + Committed to educational missions of county public schools and 4-H
- + A willingness to become familiar with the philosophy and guidelines of 4-H

SALARY:

Unsalaries; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE :

FAX:

E-MAIL: