


4-H VOLUNTEER RECRUITMENT COORDINATOR

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

4-H Volunteer Recruitment Coordinator

TIME REQUIRED:

Twenty hours per month; one-year renewable commitment

LOCATION:

At home, place of business or county Extension Office

GENERAL PURPOSE:

- + To identify potential volunteers for service to 4-H
- + To contact potential volunteers for service to 4-H
- + To recruit volunteers for service to 4-H
- + To compile a needs based 4-H directory of volunteer information

SPECIFIC RESPONSIBILITIES:

- + To work with agent/volunteers and/or community to identify a list of potential 4-H volunteers
- + Contact potential volunteers via phone, e-mail or visit to recruit for service to 4-H
- + Use computer to develop a database for volunteer information that will include: name, address, phone numbers, e-mail addresses, and roles willing to perform
- + Share volunteer information with county 4-H Agent

QUALIFICATIONS:

- + Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Must own computer and have skills to use it
- + Twenty hours per month for time commitment

- + Must have access to telephone and transportation

BENEFITS:

- + Increase computer skills
- + Meet new people
- + Expand 4-H program
- + Give volunteer service to the community

SALARY:

Unsalariated; Volunteer

MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

NAME: Janet Turley, County Extension Agent for 4-H Youth Development, Warren County

ADDRESS: Warren County Extension Office, 3132 Nashville Road

CITY, STATE, ZIP: Bowling Green, KY 42101

PHONE: (270) 842-1681

FAX: (270) 842-1684

E-MAIL: jturley@uky.edu

Volunteer's Signature_____

Date_____

Agent's Signature_____

Date_____