



4-H Job Description - Event Coordinator

Purpose:

To aid in developing, planning, and implementing special 4-H programs in the county.

Length of Term:

May vary each year depending of events planned.

Responsibilities:

1. Work with 4-H staff, adult leaders and youth in developing, planning, and implementing special events.
2. Set dates, prepare materials, present activities.
3. Promote, recruit, and public relations.
4. Evaluate program with Extension staff, adult leaders and youth.

Contact Person:

Extension Staff

Resource People:

1. 4-H volunteers, parents, Extension Staff
2. 4-H Councils, Clubs, and Independent members
3. Community businesses and other youth organizational leaders

Resource Materials:

1. 4-H project manuals and leader's guide
2. Volunteer Research, Knowledge & Competency Taxonomy Lessons
3. Workshops and conferences
4. Printed materials/visuals from the Extension Office
5. Arkansas 4-H Website
6. Community resources

Time Commitment:

May vary for each special event planned.

Remunerations:

The volunteer will have access to the Extension Office including equipment, secretarial assistance, supplies, and liability insurance.

Committee members may receive a scholarship to workshops and training sessions as needed.

Qualifications:

1. Completion of volunteer application process.
2. Knowledge of Extension and 4-H programs and ability to work and communicate effectively.
3. Able to work flexible hours.
4. Time management, marketing, promotional, and recruitment skills.
5. Able to work with minimal supervision.
6. Enjoy working with all ages.
7. Ability to inspire youth.
8. Ability to assume leadership positions.

Date reviewed _____

Agent _____

Volunteer _____