4-H Volunteer Role Description

**Agency**: New Hanover County Cooperative Extension

**Position Title**: Chairman for Poultry Committee

**Major Objective**: Will oversee planning and implementation of a Cape Fear Fair & Expo (CFFE) Poultry Show. Work with committee members to ensure that judges and locations have been secured for all events.

**Major Responsibilities**: Recruit committee members

 Provide meeting notification

 Plan meeting agenda

 Collaborate with committee to identify prospective judges

 Coordinate show date and event personnel with CFFE Livestock Superintendent

 Report to 4-H agent that judges and date have been confirmed

 Present an oral report at each Advisory Council meeting

 Organize a Poultry Committee Chairman book to pass on to the next chairman

**Qualifications**: Must complete the volunteer application and screening processes and be accepted as a volunteer
Provide own transportation to meeting and activities

 Self-starter; be able to work with minimal supervision from professional staff

 Interpersonal communication skills

 A sincere interest in working with extension, volunteers, and parents

 Organizational skills; ability to organize information and materials in a timely manner

 Ability to organize events

 Ability to work effectively with people and animals

 Ability to identify, target, recruit and orient volunteers

 Ability to organize information and delegate responsibility

 Ability to motivate and educate volunteers

**Time Requirements**: 1-hour committee meetings

Approximately 2 hours for show preparation time

Miscellaneous management time

**Location:** Committee meetings can be held at the extension office or other location

**Benefits**: Become part of the 4-H team to impact youth in the county

Participate in quality training experiences

 Gain skills as an educational facilitator

Gain skills in oral communication

Gain valuable work experience

 Recognition as a volunteer

 Opportunity to make the difference in the life of a child

 Extension Staff support for advertising for the contests, collecting ribbons for the participants, and any other items that needs to be complete for the event

 Use office supplies and materials

**On the Job Supervision**: 4-H Agent

**Length of Commitment:** One year, negotiable each year thereafter.



**I have reviewed this position description with the 4-H staff and accept these responsibilities as presented.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Volunteer Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **4-H Agent Signature Date**

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation.