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.**

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**Volunteer Signature Date**

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**4-H Agent Signature Date**

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