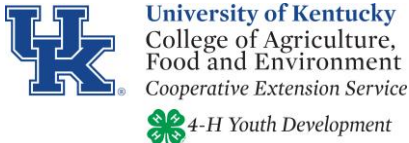


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# CAREER SHADOWING

# HOST

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## VOLUNTEER POSITION DESCRIPTION

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

### POSITION TITLE:

4-H Career Shadowing Host

### TIME REQUIRED / DURATION OF APPOINTMENT:

- One pre-selected day in March, 9 a.m.- 2 p.m.
- Preparation/reporting: one-two hours

### LOCATION:

Shadowing will take place at your business; Orientation will be at the Extension Office

### GENERAL PURPOSE:

Educate students about workforce preparation by mentoring in your workplace. This one day event will introduce a student to your career and job responsibilities and will allow students to explore various career options while experiencing the workplace environment.

### SPECIFIC RESPONSIBILITIES:

- Select date to shadow (you will be given three dates from which to choose)
- Attend orientation (optional)
- Supervise student from arrival to departure & provide safe environment
- Prepare and organize shadowing date to include hands-on activities
- Make lunch plans (your option to provide or have students bring lunch money/pack lunch)
- Allow time for student to interview you
- After shadowing date is over, send required paperwork to Extension Office

### QUALIFICATIONS:

- Must complete the Kentucky 4-H Volunteer Application processes and be approved by the Youth Protection/Risk Management Committee
- Effective communication skills
- Be employed in a career field

- A sincere interest in sharing knowledge, experiences and skills with youth in an informal educational setting
- The ability to educate youth while nurturing positive self esteem, decision making, and responsibility

**BENEFITS:**

- The opportunity to work with youth and or adults providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Opportunity to share your skills, talents and interests
- Orientation provided by Extension staff
- The opportunity to share career interests
- The opportunity to make a difference in the life of a child
- Increased self worth by giving back to the community
- Research shows that volunteering promotes better health

**SALARY:**

Unsalaries; volunteer.

**MENTOR/SUPERVISING PROFESSIONAL:**

**MENTOR/SUPERVISING PROFESSIONAL:**

Name: Janet Turley or Julie Brown  
 Title: County Extension Agent for 4-H Youth Development  
 Address: 5162 Russellville Road  
 City, State, Zip: Bowling Green, KY 42101  
 Phone: 270-842-1681  
 Email: [jturley@uky.edu](mailto:jturley@uky.edu); [julie.brown@uky.edu](mailto:julie.brown@uky.edu)

*“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”*

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Signature of Volunteer      Title of Volunteer      Date

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Signature of Extension Professional      Date