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## **4-H COMMUNICATIONS EVENT ROOM HOST**

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### **VOLUNTEER POSITION DESCRIPTION**

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

### **POSITION TITLE:**

4-H Communications Event Room Host

### **TIME REQUIRED / DURATION OF APPOINTMENT:**

- 4-5 hours on day of event
- One year commitment

### **LOCATION:**

White Hall Classroom Building

### **GENERAL PURPOSE:**

To facilitate the Communications contest in your designated category

### **SPECIFIC RESPONSIBILITIES:**

- Attend Orientation
- Check in at Headquarters
- Pick up category binder
- Ensure Judges have seats at back of room
- Give Judges score sheets in alphabetical order
- Introduce judges and welcome everyone- review guidelines
- Introduce youth in alphabetical order
- Time each presentation and record on summary sheet
- Total scores on score sheets if needed and staple together
- At conclusion, announce you will return with ribbons after the judges have deliberated
- Take Judges to Orientation room to finalize score sheets
- Double check math on score sheets, total and ribbon color
- Record scores, ribbon and time penalty on summary sheet
- Mark no shows on summary sheet
- Make sure Judges have signed score sheets and put back in binder
- Fill out room/hosts judges information form and evaluations and put in binder
- Proceed to Headquarters

- Take summary sheet to HQ data entry person to ensure accurate final scores
- Turn in binder and room box
- Get ribbons for each participant
- Mark that your category is complete on the poster
- Return to contest room and announce and distribute ribbons to contestants in alphabetical order
- Announce Champion followed by 2<sup>nd</sup> and 3<sup>rd</sup> place. Score sheets will be mailed to counties.
- Thank everyone and invite Champions to Champions Reception.
- Other announcements as needed.
- Straighten room, empty garbage (put in hallway), and turn off lights
- Fill out no show ribbon form and return to HQ

**QUALIFICATIONS:**

- Understand and follow 4-H philosophy regarding competition
- Knowledge of 4-H Communications Event Guidelines
- Good communication skills
- Interest in working with youth

**BENEFITS:**

- Training available through orientation
- Opportunity to help recognize 4-H members achievements
- Opportunity to help 4-H members meet standards and achieve goals

**SALARY:**

- Unsalaries; Volunteer.

**MENTOR / SUPERVISING PROFESSIONAL:**

Name:  
 Title:  
 Address:  
 City, State, Zip:  
 Phone:  
 Fax:  
 E-mail:

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 Signature of Volunteer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Extension Professional

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 Date