

Kentucky 4-H Roles and Responsibilities

July 2025

This is not an exhaustive list of all responsibilities but can be utilized as a reference for general understanding of roles in implementing the Kentucky 4-H Program at the local, area, regional, and state levels.



Role	Positive Youth Development and Program Development	Volunteer Development	Outreach and Partnerships with Other Organizations	Inform and Contribute to Emerging Issues
Assistant Extension Director for 4-H Youth Development	<p>Maintain extensive knowledge of the field of positive youth development emerging research and ensure all programming aligns to the science.</p> <p>Provide visionary leadership for 4-H youth development agents, specialists, associates, and programs.</p> <p>Supervise 4-H youth development specialists and staff in the development and implementation of positive youth development programs.</p> <p>Foster scholarly work related to positive youth development and the development of the educational curricula in support of 4-H programming statewide at all levels.</p> <p>Manage resources to ensure production of high-quality positive youth development programming (partnerships with Kentucky 4-H Foundation, external funding, grant writing, etc.).</p>	<p>Support and encourage the development and utilization of volunteer through utilization of the GEMS (Generating, Educate, Mobilize, Sustain) Toolkit of Volunteer Development.</p> <p>Support and encourage the use of the VRKC (Volunteer Resource, Knowledge, and Competency) Model to engage and develop volunteers in programming efforts.</p>	<p>Work closely with Martin-Gatton College of Agriculture, Food and Environment department chairs, faculty, and county agents in planning, developing, implementing, and evaluating 4-H Youth Development.</p> <p>Facilitate and develop collaborative efforts with other University of Kentucky colleges and departments, Kentucky State University, other universities, state-wide agencies, and organizations engaged in youth development.</p>	<p>Establish and support interdisciplinary teams to address youth issues.</p> <p>Serve as a spokesperson for Extension youth programs in addressing issues facing young people. Advocate for programming that addresses needs of all audiences.</p> <p>Assess community needs to determine best practices for program (across varied delivery methods) and lead system in implementation.</p> <p>Support Extension-wide efforts to understanding emerging trends and issues and support initiatives to address.</p> <p>Vision for research and evaluation to document success of youth development programming, to tell the 4-H story.</p>

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Lexington, KY 40506



Disabilities accommodated with prior notification.

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4-H Extension Specialist	<p>Provide statewide leadership for the 4-H Program (including strategic planning, marketing, evaluation, policy, core program areas, etc.).</p> <p>Develop and/or deliver educational curriculum and programs in partnership with counties relevant to statewide outcomes.</p> <p>Maintain professional expertise in positive youth development and deliver education statewide.</p> <p>Leverage program resources through grant writing and sponsorships.</p> <p>Provide professional development for staff and volunteers.</p>	<p>Develop and implement best practices for volunteer administration for all core program areas.</p> <p>Develop ready-to-use volunteer resources for all core program areas.</p> <p>Develop and deliver volunteer training programs for all core program areas.</p> <p>Support the recruitment, education, ongoing development, and evaluation of volunteers at the county, area, regional, and/or state level.</p>	<p>Build and foster strategic relationships relevant to positive youth development on a state, regional, and national level (i.e., educational institutions, business/industry, government agencies, and other youth serving organizations).</p> <p>Develop positive youth development training materials for use in working with internal and external partners.</p> <p>Expand the role of 4-H to better reach all audiences.</p>	<p>Provide leadership for strategic planning for 4-H youth development.</p> <p>Practice effective Extension scholarship (e.g., research, curriculum development, innovative delivery, assessment, etc.).</p> <p>Partner with faculty in the Martin-Gatton College of Agriculture, Food and Environment and across the entire University of Kentucky, supporting UK Engage efforts.</p> <p>Identify ways to collaborate with Kentucky State University to expand 4-H reach.</p>



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Extension Agent for 4-H Youth Development	<p>Develop and deliver educational programs and experiences through a variety of delivery modes and core program areas for county.</p> <p>Serve in roles that support the progressive opportunities for youth to engage beyond the county level.</p> <p>Provide programming leadership and direction on the county level.</p> <p>Expand the program to new audiences.</p> <p>Maintain professional expertise and programming centered on positive youth development.</p> <p>Support college and career readiness by engaging in recruitment strategies for the University of Kentucky and other career preparedness opportunities through encouraging the development of 4-H essential skills of communication, leadership, and civic engagement.</p>	<p>Utilize the GEMS (Generating, Educate, Mobilize, Sustain) Toolkit of Volunteer Development.</p> <p>Utilize the VRKC (Volunteer Resource, Knowledge, and Competency) Model to engage and develop volunteers in counties.</p> <p>Implement the client protection process and risk management strategies.</p> <p>Conduct Volunteer Orientation for each volunteer, prior to engaging them in service roles.</p>	<p>Build and foster strategic relationships relevant to positive youth development to address community needs.</p> <p>Develop and foster collaborative learning environments with clientele and other partners.</p>	<p>Partner with specialists and faculty to engage in evaluation to inform programming decisions to lead processes to expand the reach of 4-H across the entire county, taking into consideration local needs including geography and audiences.</p> <p>Develop and deliver programs to address issues and reach new audiences.</p> <p>Identify emerging issues and new audiences.</p> <p>Lead long-range and/or strategic planning for county 4-H program.</p> <p>Support overall Extension efforts in identifying needs and programming to meet those needs through high-quality positive youth development program in 4-H.</p>



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Extension Assistant	Under the direction of supervising county Extension agent for 4-H Youth Development programs: deliver educational positive youth programs, manage educational activities, and events.	Implement volunteer recruitment strategies for the 4-H program as directed by the supervising Extension agent. Understand and be knowledgeable of the client protection process and risk management strategies.	Assist in identifying potential partnerships for the county 4-H Youth Development program. Engage in county collaborative programming efforts under the direction of supervising county Extension agent. Assist with the marketing of county 4-H youth development program.	Under the direction of the supervising county Extension agent, deliver programs to address issues and reach new audiences. Assist the supervising county Extension agent, to identify emerging issues and new audiences.
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4-H Volunteer	Lead clubs, project groups or programs under the guidance and supervision of the county Extension agent. Share talents, skills, passion, experiences, and expertise with youth and volunteers. Serve in leadership roles on the 4-H Council and 4-H Committees. Represent county and 4-H program area in area and state level committees at the request of the county Extension agent for 4-H youth development.	Participate in volunteer professional development opportunities, including Volunteer Orientation, county-based volunteer development opportunities (VRKC, Councils 101, Camp Orientation, etc.) Volunteer Certification, and Volunteer Accreditation.	In collaboration with the Extension agent for 4-H Youth development: assist in connecting and developing relationships with community partner, engage community partners in the 4-H Council and county-wide 4-H programs, events, and activities, and identify ways in which community businesses, civic groups, and organizations could partner with 4-H in county.	Participate in processes to expand the reach of 4-H across the entire county, taking into consideration local needs including geography and audiences. Participate in long-range and/or strategic planning for county 4-H program. Represent 4-H throughout community. Represent community in 4-H program planning.



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4-H Camp Directors	<p>Provide supervision of the 4-H Camp (including personnel, facility, foodservice).</p> <p>Provide supervision for programming administration when applicable.</p> <p>Supervise interns who deliver educational programs for the geographic area as well as statewide events relevant to statewide outcomes.</p> <p>Maintain professional expertise in positive youth development.</p> <p>Develop and deliver educational programs for summer and environmental education camps through their supervision of camp interns/staff.</p> <p>Utilize entrepreneurial practices to support the business plan of the 4-H Camping Program to advance positive youth development through camp.</p>	<p>Support volunteers in their roles at summer and environmental education camps.</p> <p>Conduct volunteer orientation on arrival day at camp.</p> <p>Develop and implement recruitment strategies for volunteer workdays.</p> <p>Provide oversight of the volunteer Camp Improvement Committee.</p>	<p>Build and foster strategic relationships relevant to positive youth development.</p> <p>Engage in collaborative programming efforts.</p> <p>Support the Camping Specialist with engagement of Camp Advisory Committee.</p> <p>Build and foster relationship with Extension Agents, Program Assistants, and Specialists.</p>	<p>Support educational program efforts that contribute to emerging issues.</p> <p>Deliver professional development to camp employees and interns based on emerging issues.</p> <p>Support the overall Extension efforts of outreach to the entire state through partnerships with agents, specialists, and faculty to increase program effectiveness.</p>



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Kentucky 4-H Foundation, Inc.	<p>Provide funding for statewide programs (i.e., Teen Conference, Achievement, Teen Summit, Cloverville).</p> <p>Provide funding for county level programs (i.e., Ag Tag, Tractor Supply Paper Clover, Ag Mini Grants).</p> <p>Partner with state staff to write and administer grant funds.</p> <p>Oversight and administration of Kentucky 4-H finances.</p>	<p>The Kentucky 4-H Foundation Inc, Board of Directors consists of volunteers who represent each area of the state along with partnering organizations, youth, and university personnel.</p> <p>Identify and recruit volunteers to assist with the Achievement process.</p>	<p>Build and foster strategic relationships relevant to funding youth development (i.e., alumni, businesses/industry, and government agencies).</p>	<p>Identify partnerships to assist with funding youth development.</p> <p>Expand reach through intentional marketing efforts.</p> <p>Work in collaboration with Extension staff and alumni of program to learn of emerging needs.</p>