**Kansas 4-H PResentation coordinator:**

**Position Description**

**PURPOSE:**

To provide leadership/teaching of developing and delivering a public presentation to 4-H members and assist them to develop these life skills.

**RESPONSIBILITIES:**

* All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
* Schedule and arrange for monthly demonstrations/project talks at club meetings. Communicate the schedule with 4-H members and families.
* Help members’ prepare their demonstration/project talk.
* Attend club meetings when possible.
* Help members’ prepare for other public speaking events such as 4-H Club Day, radio broadcast, television interviews, social media videos, etc.

**TRAINING AND ASSISTANCE:**

* Club Leader
* Local K-State Research and Extension staff
* [Communications](https://www.kansas4-h.org/projects/personal-development/communications.html)
* [Club Communications Project](https://www.kansas4-h.org/projects/personal-development/ClubCommunications.html)

**TIME COMMITMENT:**

1-year term, October to September. Public speaking meetings should be held at a time, place and frequency that is determined by you and the 4-H members.

**QUALIFICATIONS:**

* Interest in helping youth.
* Interest in 4-H educational programs.
* Knowledge in or willingness to learn about public speaking.
* Ability to organize and coordinate.
* Ability to communicate with youth and adults.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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