



SAMPLE Bowl Coordinator Service Description

Purpose

- To plan, organize and run a Quiz Bowl event in Horse/Dairy.

Responsibilities

- To work with appropriate committee in Horse/Dairy to select site for contest.
- Recruit volunteers to be moderators, scorekeepers, runners and judges to run event.
- Send letters of confirmation and contest packet to all recruited volunteers.
- Assemble needed materials to run event.
- Work with site for needed space to run event.
- Hold an orientation with all contest personnel prior to event start.
- Send thank you letters to all contest helpers.
- Run event under UNH 4-H event guidelines and with 4-H staff.
- Report problems promptly to UNHCE staff.
- Collect and prepare results for participants.
- Evaluate contest with 4-H staff one to two weeks after event.

Qualifications:

- Have knowledge of the Bowl event, its rules and procedures, and subject matter.
- Have organizational skills and be able to work with minimum supervision.
- Be willing to following UNH Cooperative Extension policies and guidelines that cover the event.
- Be a screened 4-H volunteer.
- Be able to work in a positive manner with youth of all abilities.

Resources:

- Training and support provided by UNHCE staff assigned to event.

Benefits:

- Opportunity to increase personal knowledge and skills.
- Satisfaction in helping to provide youth with a quality event.

Time Commitment:

- Two to three months to plan, implement and evaluate the event.

Supervisor/Party Responsible to:

(Appropriate 4-H staff)

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]