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.]