



Organizational Project
 Activity One Time

DATE: _____

4-H One Time Volunteer: Position Description

Name of Group: _____ Task: _____

Location: _____

Purpose: *Understand, support and create an educational experience that:*

- Supports the positive growth and development of each youth involved
- Develops important life skills and creates opportunities for youth to learn, lead and serve
- Involves youth in becoming competent, caring and connected citizens of character in their community

Time Required: Varies by the activity (See 4-H contact for more information)

Responsibilities:

- Complete volunteer screening procedures
- Assist members in selecting age/developmentally appropriate activities
- Assist members in reflecting on their development of life skills through this activity
- Identify community resources and connections for this activity
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experiences for youth
- Follow all 4-H guidelines and policies of University of Minnesota Extension, the Minnesota 4-H program and the local 4-H program
- Other tasks as assigned

Specific Duties/Tasks:

Qualifications:

- Appropriate 4-H Volunteer Screening Category
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth
- A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting
- The ability to communicate effectively with youth, parents, and other adult volunteers and staff
- The ability to effectively delegate responsibility
- A willingness to become familiar with and work within the philosophy and guidelines of University of Minnesota Extension, the Minnesota 4-H program, and the local 4-H program

Resources/Training Available: The University of Minnesota Extension 4-H program agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents
- Provide appropriate curriculum, newsletters, and other resource materials
- Provide the screening required for volunteers
- Listen to ideas to help improve the 4-H program
- Provide appropriate recognition and awards to leaders

Benefits:

- Experience working with youth
- Training to enhance personal skills and knowledge

Work Direction By:

Name _____

Title _____

Phone # _____ Cell # _____

Email _____

Address _____

Extension Contact:

Name _____

Title _____

Phone # _____ Cell # _____

Email _____

Address _____

Updated 6/2011