



Organizational Project
 Activity One Time

DATE: _____

4-H Organizational Volunteer: Position Description

Name of Group: _____

Location: _____

Purpose: *Understand, support and create educational experiences that:*

- Provide experiences that promote a positive youth development experience for all members
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities
- Mentor, assist, and advise 4-H members in the overall management of the 4-H group
- Serve as a liaison between the local Extension office, staff, and 4-H members, their parents, and other volunteers regarding 4-H group programs

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

Responsibilities:

- Complete the volunteer screening process yourself and assure all other adult volunteers in the group have completed screening process
- Commit to young people and their growth in all areas, being sensitive to their individual abilities and needs
- Advise 4-H members regarding their contributions to and participation in group activities
- Recruit and support a youth and adult leadership team for the group that will share the work and develop leadership skills in others
- Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities
- Follow all 4-H guidelines and policies of University of Minnesota Extension, the Minnesota 4-H program and the local 4-H program
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experiences for youth
- Other tasks as assigned

Specific Duties/Tasks:

Qualifications/Skills:

- 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 and adults in an educational setting

- The ability to effectively delegate responsibility
- The ability to work and communicate effectively in both verbal and written form
- The ability to motivate and coach other volunteers in leadership positions
- 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 volunteers

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 _____

Form updated 6/2011

