



Organizational     Project  
 Activity             One Time

DATE: \_\_\_\_\_

## 4-H Activity Volunteer: Position Description

Name of Group: \_\_\_\_\_ Activity: \_\_\_\_\_

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

