



4-H CLUB PROJECT VOLUNTEER

VOLUNTEER POSITION DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

POSITION TITLE:

- ◆ 4-H Club Project Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ March to mid-July.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Assist club members in all 4-H project-related areas.
- ◆ Be aware of projects available and help individual members select appropriate projects.
- ◆ Encourage parents to support their child's project work, but not to do the work for them.
- ◆ Coordinate and conduct educational club activities related to assigned project areas (for example: project meetings/work sessions; demonstrations/talks by members, leaders, or others related to project areas; educational tours to expand project knowledge; home visits to check on progress of members' projects; etc.).
- ◆ Make sure members are progressing with their projects during the year.
- ◆ Advise the club organizational leader regarding members' project completion.
- ◆ Assist members who wish to exhibit projects at fairs by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, proper preparations of exhibit items or animals, and proper exhibit care during fair.
- ◆ Maintain open communication with the club organizational leader. Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.

- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must undergo the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in working with 4-H members regarding one or more 4-H project areas.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, leaders, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to leaders' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to leaders

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date