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