Organizational __ Project
X 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