



POSITION DESCRIPTION

4-H Independent Membership—County Volunteer Coordinator

<input type="checkbox"/> Organizational	<input type="checkbox"/> Project	Date _____
<input type="checkbox"/> Activity	<input type="checkbox"/> One time	

Name of Group: _____

Location: _____

PURPOSE

Understand, create and support educational experiences that:

- Provide experiences that promote a positive youth development experience for all independent members.
- Inform and encourage members, and other family members to participate actively in appropriate 4-H opportunities.
- Mentor, assist, and advise 4-H Independent Members.
- Serve as a liaison among the local Extension office staff, 4-H members and their family members regarding 4-H group programs.

TIME REQUIRED

October 1 - September 30 of the 4-H year

RESPONSIBILITIES

- Commit to young people and their growth in all areas, being sensitive to their individual abilities and needs.
- Advise 4-H Independent Members regarding their contributions to and participation in group activities.
- Welcome parents' ideas, activity and project assistance, cooperation, and support.
- 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 standards of quality experiences for youth.
- Other tasks as assigned

SPECIFIC DUTIES/TASKS

- Receive completed Independent Member Agreement Form.
- Meet with teams (mentor and member) to review resources and materials available (either all teams as a group or individual teams).
- Provide date/time/information on Minnesota 4-H volunteer trainings and other volunteer training opportunities such as online training modules, workshops, etc.
- Communicate directly (phone, email) with independent members/mentors (minimum of) quarterly.
- Receive end-of-year completed Mentor/Independent 4-H Member Yearly Progress Form.

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 delegate responsibility effectively
- 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 AND 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 _____

