POSITION DESCRIPTION
4-H Independent Membership—Mentor Volunteer

X  Organizational  ____ Project  
____ Activity  ____ One time  Date ____________________

Name of 4-H Independent Member mentor volunteer: ________________________________

Name of 4-H Independent Member: ________________________________

PURPOSE
Understand, support and create educational experiences that:

- Mentor, coach and guide 4-H Independent Member in the completion of their 4-H Independent Member Agreement.
- Inform and encourage member, parents and other volunteers to participate actively in appropriate 4-H opportunities.
- Mentor, assist and advise 4-H members in the overall management of the 4-H experience.
- Serve as a liaison among the local Extension office staff, 4-H members and their parents, and other volunteers regarding 4-H group programs.

TIME REQUIRED
October 1 - September 30 of the 4-H year

RESPONSIBILITIES
- Assure that all other adult volunteers in the group have completed the screening process.
- Commit to young people and their growth in all areas, being sensitive to their individual abilities and needs.
- Complete 4-H Independent Member progress form with member.
- Assist Independent 4-H Members in the following:
  - Complete yearly enrollment/re-enrollment materials available online
  - Complete yearly Independent Member Agreement Form.
  - Upon enrollment, submit to local Extension office a completed plan/calendar outlining my goals and objectives for the upcoming 4-H year. Consult the Program Coordinator/Director for program planning tools.
o Meet with mentor a minimum of six times throughout the year to discuss progress toward my goals and celebrate achievements.
o Complete one or more community service learning projects during the year.
o Publicly demonstrate my learning by giving presentation before a group and/or exhibiting at county fair.
o Participation in county, regional, state and national events is encouraged and supported.
o Reflect on your learning experiences with your mentor.
o Abide by all county, state and national 4-H policies and recognize the authority of University of Minnesota Extension Center for Youth Development staff.
o Ensure that my family does our part to contribute to the larger 4-H program by:
  ▫ actively participating in county and state fundraising efforts
  ▫ keeping informed and up-to-date on opportunities, guidelines and requirements
  ▫ reading and responding to correspondence
  ▫ volunteering to lead or assist with 4-H committees, events and activities

SPECIFIC DUTIES/TASKS, QUALIFICATIONS/SKILLS

• Appropriate 4-H Volunteer Screening Category
• Participate in fall volunteer training.
• 21 years of age or older
• 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 support the member in taking responsibility for their independent status
• Be geographically accessible to youth
• The ability to work and communicate effectively in both verbal and written form
• 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  