



4-H AMBASSADOR ADVISOR VOLUNTEER POSITION DESCRIPTION

Ellis County 4-H Program

PURPOSE: To guide the County 4-H Ambassador team in promoting 4-H and Extension youth programs in the county.

RESPONSIBILITIES:

- Complete volunteer screening process.
- Serve as a member of County Ambassador selection committee
- Help plan the county Ambassador program
- Help develop a local training program to include the development of specific skills:
 - understanding the Kansas 4-H
 - understanding the county 4-H program
 - communicating with both youth and adults
 - making presentations – public speaking
 - using radio, TV, and newspaper media
- Promote Ambassador program as opportunity for older 4-H youth to develop leadership skills.
- Assist in recruitment of older 4-H youth to serve as 4-H Ambassadors.
- Assist Ambassadors in making arrangements for them to speak to various community and civic groups.
- Help Ambassadors arrange for school visits and other promotional presentations.
- Coordinate transportation for Ambassador presentations.
- Communicate Ambassador plans to the County Extension Office.
- Meet at least once a month with Ambassadors to support and help implement the program, evaluate the progress, and provide training updates.
- Facilitate evaluation of programs and make recommendations for improvements.
- Prepare an annual report of activities for distribution to County Extension Office and other interested groups.
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program

QUALIFICATIONS:

- Completion of the volunteer screening process and approval by the Cottonwood Extension District Council.
- The ability to communicate effectively with youth, parents and other adult volunteers, staff and the community at large.
- Belief in the importance of 4-H youth development and the ability to effectively communicate it.
- Knowledge of state and county 4-H programs
- Knowledge of community and civic leaders, or the ability to determine who they are
- Willingness to meet people and promote new ideas
- Knowledge of media is helpful
- A willingness to become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H, and the local 4-H program.

TIME REQUIRED: The 4-H Ambassador Advisor position is a two-year commitment. During the selection and training period, this position may require 15 to 30 hours per month; after training, 4 to 10 hours per month.

LOCATION: County Extension Office; leader's home or business; local community facilities, other

RESOURCES AVAILABLE:

K-State Research and Extension in Ellis County agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.
- Provide the screening required for volunteers.
- 4-H Ambassador Program Guidebook for Ambassador Advisors

SALARY:

Unsalaries: Volunteer

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability insurance provided by the Cottonwood Extension District Council.
- The opportunity to work with youth and provide positive support and growth experiences.
- To develop lifelong friendships with youth, parents and other volunteers.
- Volunteer development opportunities.
- Strengthen personal leadership, communication, organizational skills.
- Opportunity to share your skills, talents, and interests.
- The opportunity to make a difference in the life of a child.
- Increased self worth by giving back to the community.

RESPONSIBLE TO: K-State Research and Extension Staff, Cottonwood Extension District Council

MENTOR/SUPERVISING PROFESSIONAL

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I will work to "Make the Best Better" through my role as a 4-H Ambassador Advisor

I will work to support volunteer efforts to "Make the Best Better" in Ellis Co. 4-H

Volunteer's Signature

Date

Extension Professional Signature

Date