4-H COUNTYWIDE PROJECT LEADER
VOLUNTEER POSITION DESCRIPTION
Ellis County 4-H Program

PURPOSE: Understand, support and create educational experiences that:

• Support the positive growth and development of each youth involved.
• Develop important life skills and create opportunities for youth to learn, lead and serve.
• Involve youth in becoming competent, caring, connected, citizens of character in their community.

RESPONSIBILITIES:

• Complete VIP volunteer screening process.
• Assist members in selecting age/developmentally appropriate projects.
• Utilize 4-H project curriculum (when available) as the basis for project work.
• Conduct project meetings and workshops using the “Learn By Doing” hands on approach.
• Assist members with the planning, carrying out and evaluation of their project.
• Assist members with exhibits, demonstrations and the completion of their project record book.
• Identify community resources and connections for project work.
• Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.
• Encourage parental participation and support
• Advise the 4-H professional of the members’ progress
• Assist members in filling out project records upon completion of the project.
• Provide positive feedback to members
• Participate in volunteer training opportunities to stay current with information, learn new skills and maintain our 4-H standard of quality experiences for youth.
• Be sensitive to risks and use risk management strategies related to project work.
• Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage and family support.
• 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 Information Profile process and approval by the Ellis Co. Extension Council
• 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.
• Understanding of the developmental characteristics of youth.
• The ability to communicate effectively with youth, parents and other adult volunteers and staff.
• Belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
• 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: One program year, renewable annually. Approximately 3-5 project related experiences for youth during the year, varies with the project area and as agreed upon with the County 4-H Agent.

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 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 for leaders.

SALARY:
Unsalaried: Volunteer

BENEFITS
- Expenses incurred and miles driven are tax deductible.
- Liability insurance provided by the Ellis Co. Extension Council.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

RESPONSIBLE TO: K-State Research and Extension Staff, specific 4-H club and their leaders

MENTOR/SUPERVISING PROFESSIONAL
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I will work to “Make the Best Better” through my role as a Countywide Project Leader

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

Volunteer’s Signature __________________________ Date __________________________ Extension Professional Signature __________________________

K-State for Kids

K-State Research and Extension is an equal opportunity provider and employer.