



## **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 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 screening process and approval by the Cottonwood Extension District 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:**

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.
- Opportunity to share your skills, talents, and interests.
- 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**

Tamara Robertson  
Cottonwood Extension District – 4-H Youth Development Agent  
601 Main St.  
Hays, KS 67601  
(785) 628-9430  
(785) 621-2002 – Fax  
[tarobertson@ksu.edu](mailto:tarobertson@ksu.edu)  
<http://cottonwood.k-state.edu/>

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