



**4-H COUNCIL ADVISOR  
VOLUNTEER POSITION DESCRIPTION**  
Ellis County 4-H Program

**PURPOSE:** To support the goals and guide the 4-H Council process as needed to ensure a team approach to decision making within the County 4-H program.

**RESPONSIBILITIES:**

- Complete the volunteer screening process.
- Attend bi-monthly meetings
- Work to foster teamwork among 4-H Council representatives.
- Aid staff in developing, implementing and evaluating county 4-H activities
- 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 and staff.
- Belief in the importance of 4-H youth development and the ability to effectively communicate it.
- 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. Bi-monthly meetings and additional support at 4-H activities as needed.

**LOCATION:** County Extension Office or Ellis Co. Fairgrounds.

**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.

**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, specific 4-H club and their leadership team, Cottonwood Extension District Council.

**MENTOR/SUPERVISING PROFESSIONAL**

Tamara Robertson  
 Cottonwood Extension District – 4-H Youth Development Agent  
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 Hays, KS 67601  
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I will work to “Make the Best Better” through my role as a 4-H Council 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

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