



CLUB ORGANIZATIONAL VOLUNTEER

Volunteer Position Description

Position: Club Organizational Volunteer

Advisor: 4-H Extension Educator or 4-H Program Coordinator

Purpose: Make a difference in the lives of youth by promoting and supporting a 4-H club and its project volunteers.

Expectations:

- Report signs of child abuse/neglect as required by law.
- Be committed to youth, families, and volunteers; ensure equal opportunities for everyone.
- Accept supervision from and work in partnership with Extension professional.
- Serve as a role model of positive ethical/moral attitudes and behaviors.
- Ensure appropriate supervision and safe conditions at all club functions.
- Agree to and abide by the Idaho 4-H Policies and Procedures, the Code of Conduct, and any other Extension and/or county guidelines.

Responsibilities: Youth and Volunteer

- Communicate clearly, frequently, and in a positive manner to youth, families, volunteers, and staff.
- Encourage youth, parent, and volunteer participation in a variety of project areas and other 4-H opportunities. (project work, community service, social events, and participation in county, district and state events)
- Promote responsibility, personal growth, and goal setting with members and volunteers.
- Support and facilitate positive youth development skills for members – Belonging, Independence, Generosity, and Mastery.

Responsibilities: Organizational

- Recruit project, resource, and episodic volunteers for the club.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious, and socio-economic groups.
- Oversee the general operation of the club, including goal setting, planning, and training.
- Assist club officers in learning their responsibilities, preparing for and conducting meetings, including basic parliamentary procedures, and developing committees.
- Encourage healthy living habits by promoting low-fat milk/water and healthy snacks at 4-H gatherings.
- Accept responsibility for meeting University of Idaho and IRS requirements for financial management of club funds.
- Attend all (or most) club meetings and activities.
- Serve as the primary communication link between the county extension office, county extension 4-H professional, and the club. This includes:
 - Acquiring and distributing project materials, meeting deadlines, obtaining correct club materials, and dissemination of materials and information to clubs and families.
- Ensure enrollment completion and other registrations as needed.
- Participate in Leader's Council.
- Publicize and promote activities in which the club is actively engaged.

Commitment:

- Term: One year. Option to renew with Extension professional staff approval.
- Time: Time commitment will vary, but will need to include:
 - Attendance at meetings: monthly club meetings, volunteer meetings, Leader’s Council.
 - Planning/preparation time with club officers for meetings and activities.
 - Recruitment.
 - Participation in events and activities, including fair.

Desired Personal Attributes:

- Enthusiastic attitude; passionate interest to support youth; ability to delegate tasks/responsibilities; organizational abilities; effective communication skills.

Specific requirements:

- Complete the application/certification/recertification process as outlined in the Policies and Procedures, which include:
 - Successfully completing a background screen and the Protecting Minors Training.
 - Sign annually: (online or hard copy) Policies and Procedures, Code of Conduct, and the appropriate Position Description
 - Attending any educational training as required by Idaho 4-H, University of Idaho, and/or your specific county.

Resources Provided: Extension professionals will provide:

- Educational training opportunities.
- A variety of resource materials and information related to projects and positive youth development needs.
- Additional support that will help ensure a successful volunteering experience.

Benefits of Position: Opportunities to:

- Make a positive difference in the lives of youth.
- Work directly with 4-H members, families, and volunteers.
- Share leadership, organizational, communication, and project specific information and materials.
- Gain educational training in a variety of areas.
- Network with other 4-H volunteers.

Volunteer Signature

Date

Extension Professional

Date

4-H Year