



## PROJECT VOLUNTEER

### Volunteer Position Description

Position: Project Volunteer

Advisor: Club/Organizational Volunteer and the 4-H Extension Educator/4-H Program Coordinator

Purpose: Provide opportunities for youth to learn and apply life skills through 4-H project participation, as well as leadership and service learning activities.

Expectations:

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

Responsibilities: Youth and Family

- Be committed to youth and their development in all areas, regardless of needs or abilities.
- Assist in actively seeking volunteers, parents, and youth from a variety of racial, ethnic, religious, and socio-economic groups.
- Communicate clearly, frequently, and in a positive manner to youth, families, volunteers, and staff.
- Encourage youth/parent 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 positive youth development skills for youth – Belonging, Independence, Generosity, and Mastery.

Responsibilities: Project

- Facilitate project learning for youth using 4-H project material and information, without promoting a specific product or personal bias.
- Provide experiential (hands-on) learning experiences, including project related events, tours, shows, etc.
- Promote responsibility, personal growth, and goal setting within the 4-H projects.
- Recognize an individual's personal growth by providing feedback and progress evaluation in a positive manner.
- Maintain clear, frequent communication to inform youth and families of:
  - Project deadlines: 4-H Online enrollment/registrations, record book completions, entries, etc.
  - Project evaluation requirements.
  - Upcoming activities and events.
- Relate experiential learning and project experiences to career possibilities.
- In cooperation with the club/organizational volunteer, acquire and distribute project materials.
- Encourage healthy living habits by promoting low-fat milk/water and healthy snacks at 4-H gatherings; encourage physical activity.
- Recruit project, resource, and episodic volunteers for the club.
- Encourage and welcome parents' ideas, project assistance, cooperation, and support, as well as attendance at 4-H meetings/activities.

- Assist club/organizational volunteer with club representation at Leaders' Council meetings.
- Confirm that youth are enrolled not only in 4-H, but also in the specific project in which they are participating.
- Develop a year's plan with youth that encourages project completion, including meeting dates and project completion dates.
- Verify completion of 4-H member project record books by signing those having met all requirements.
- Assist club/organizational volunteer to ensure that University of Idaho and IRS requirements for financial management of club funds are met.
- Maintain competence in the project area by attending trainings and meetings, and reading project materials.

Commitment:

- Term: One program year with option to renew with Extension approval. (Oct 1 – Sept. 30)
- Time: Requirements will vary, but will need to include time to:
  - Prepare for and hold no less than the required number of regularly scheduled project meetings.
  - Assist with youth and parent recruitment.
  - Attend trainings, fair, and other types of events and activities.

Desired Personal Attributes:

- Enthusiastic attitude; a passionate interest to support youth; a commitment to continually participate in educational opportunities that promote positive youth development; organizational abilities; effective communication skills; an ability to delegate tasks and responsibilities; the initiative to find resources and materials.

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.
  - Signing annually: (online or hard copy) Idaho 4-H 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.
    - New Volunteers: Attend the Orientation Meeting (approx. 2 hours)
    - Continuing Volunteers: Recommended 2 hour minimum

Resources Provided:

- 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.
- Expand and share knowledge and skills in leadership, organization, communication, and project specific information and materials.
- Respond to community and civic needs.

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Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Professional Signature

Date

\_\_\_\_\_  
4-H Year