

# JEFFERSON COUNTY 4-H VOLUNTEER DESCRIPTION AND AGREEMENT

## MID-MANAGER



**PURPOSE:** Serves as a link between various 4-H leaders (organizational leaders, project leaders, activity leaders, et al) and the county Extension Office. Supports other leaders in conducting meaningful, impactful education opportunities for youth. Support youth to reach their fullest potential by encouraging participation that will lead to success. Volunteer leaders are appointed by the Jefferson County Extension Office.

**TERM OF RESPONSIBILITY:** One year, beginning October 1 and ending September 30 the following year, renewable annually.

**TIME COMMITMENT:** An average of one hour of planning time for every hour of time with youth. All 4-H volunteers will be expected to attend yearly volunteer training, approximately four hours. Time should also be allotted for administrative duties like returning phone calls and emails youth, parents, leaders and Extension staff, attending county 4-H and club sanctioned events and activities as appropriate as well as other duties as needed.

1	Hours of Yearly Volunteer Training	_____
	One hour of preparation for every hour project work:	
2	( _____ hours of preparation + _____ hours of project work)	
	X _____ meetings a year =	_____
	Hours of administrative duties including but not limited to:	
3	returning phone calls and emails	
	communicating with Extension staff	
	providing youth and volunteer assistance	_____
4	Other: _____	_____
	Total Number of Hours Committed:	_____

### RESPONSIBILITIES:

- Provide management and leadership in 4-H division
  - Plan and prepare for meetings and activities which use experiential learning (learn by doing) such as workshops, field trips, guest speakers, teaching kits, et al.
  - Attend and assist in the facilitation of divisional meetings and activities. If unable to attend, make arrangements for another 4-H trained volunteer to attend.
  - Encourage new members and leaders to join 4-H divisions. Coordinate with county Extension staff on marketing to potential new members and leaders.
  - Serve as the communication link between the county Extension office and the club members. This includes informing members of new policies, procedures, deadlines, project requirements and other information as needed.

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- Support county, regional and state 4-H events related to the division.
- Commitment to growth and success of youth
  - Promote growth and development of 4-H Life Skills and career exploration.
  - Establish a welcoming, safe and inviting environment for all youth and their families.
  - Inform and encourage youth and parent participation.
  - Lead by example.
  - Be fair, consistent and ethical in rule enforcement and giving youth feedback.
- Participate in volunteer training
  - Participate in county annual leader training. Leaders are encouraged to participate in regional, state and national leaders trainings as well.
- Work with Jefferson County Extension staff
  - Follow guidelines and policies of Colorado State University Extension, Colorado 4-H and Jefferson County.
  - Collect and distribute information.
  - Follow through with communication with the county Extension staff such as returning emails and phone calls. Read emails and other distributions from the county Extension staff.
  - Keep county Extension staff informed of activities, meetings and fundraising initiatives.
  - Submit any yearly reports to the Extension office by the deadline.

### **SUPPORT:**

- Provide orientation and training to meet the responsibilities listed above.
- Offer professional guidance and assistance.
- Provide appropriate educational materials and reports.
- Organizational club leaders and project/activity leaders are available to offer support on subject matter and share ideas and experiences.
- Provide recognition and awards.

### **AGREEMENT:**

*I have reviewed the above volunteer description with the county 4-H Extension agent who is my supervisor and I agree to carry out the responsibilities described therein.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Division \_\_\_\_\_

*I discussed the volunteer responsibilities and staff support with the above signed volunteer. This leader has been through the appropriate training and volunteer interview. The county Extension staff will provide assistance as indicated above.*

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Signed \_\_\_\_\_

Date \_\_\_\_\_