



## **4-H AMBASSADOR ADVISOR VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** To guide the County 4-H Ambassador team in promoting 4-H and Extension youth programs in the county.

### **RESPONSIBILITIES:**

- Complete VIP volunteer screening process.
- Serve as a member of County Ambassador selection committee
- Help plan the county Ambassador program
- Attend State Training with County Ambassador Team.
- Help develop a local training program to include the development of specific skills:
  - understanding the Kansas 4-H
  - understanding the county 4-H program
  - communicating with both youth and adults
  - making presentations – public speaking
  - using radio, TV, and newspaper media
- Promote Ambassador program as opportunity for older 4-H youth to develop leadership skills.
- Assist in recruitment of older 4-H youth to serve as 4-H Ambassadors.
- Assist Ambassadors in making arrangements for them to speak to various community and civic groups.
- Help Ambassadors arrange for school visits and other promotional presentations.
- Coordinate transportation for Ambassador presentations.
- Communicate Ambassador plans to the County Extension Office.
- Meet at least once a month with Ambassadors to support and help implement the program, evaluate the progress, and provide training updates.
- Facilitate evaluation of programs and make recommendations for improvements.
- Prepare an annual report of activities for distribution to County Extension Office and other interested groups.
- 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 Information Profile process and approval by the Ellis Co. Extension Council
- The ability to communicate effectively with youth, parents and other adult volunteers, staff and the community at large.
- Belief in the importance of 4-H youth development and the ability to effectively communicate it.
- Knowledge of state and county 4-H programs
- Knowledge of community and civic leaders, or the ability to determine who they are
- Willingness to meet people and promote new ideas
- Knowledge of media is helpful
- 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:** The 4-H Ambassador Advisor position is a two year commitment. During the selection and training period, this position may require 15 to 30 hours per month; after training, 4 to 10 hours per month.

**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 the screening required for volunteers.
- State 4-H Ambassador Training usually held in March
- 4-H Ambassador Program Guidebook for Ambassador Advisors

**SALARY:**

Unsalaries: Volunteer

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability insurance provided by the Ellis Co. Extension 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, Ellis Co. Extension Council

**MENTOR/SUPERVISING PROFESSIONAL**

Susan Schlichting  
County Extension Agent – 4-H Youth Development  
601 Main St., Ste. A  
Hays, KS 67601  
(785) 628-9430  
(785) 621-2002 – Fax  
[sschlich@oznet.ksu.edu](mailto:sschlich@oznet.ksu.edu)  
[www.oznet.ksu.edu/ellis](http://www.oznet.ksu.edu/ellis)



I will work to "Make the Best Better" through my role as a 4-H Ambassador 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

K-State Research and Extension is an equal opportunity provider and employer.