



## **4-H PROGRAM DEVELOPMENT COMMITTEE MEMBER VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** *Program Development Committee members are charged with giving input to local and state-wide efforts in identifying information needed to address social, economic, and environmental concerns.*

*4-H Program Development Committee members identify issues and opportunities that serve as a basis for the 4-H program's content and emphasis by:*

- *Helping set priorities and goals for the 4-H program*
- *Implementing the 4-H program and its activities*
- *Evaluating the 4-H program and its activities including the impact which the 4-H program and its activities make upon the participants, stakeholders and county*
- *Explain and promote 4-H programs, procedures and opportunities to the youth, organizations and governing bodies of the county*
- *Ensure that a broad-based 4-H program is available to all youth*

### **RESPONSIBILITIES:**

- Become familiar with the mission of Extension and focus of Extension educational program efforts at the national and state levels.
- Become familiar with conditions affecting youth in the county.
- Identify educational needs and opportunities for the county 4-H program.
- Become familiar with educational resources available through K-State Research and Extension.
- Identify and involve local, area, and state resources needed to help plan and conduct the program.
- Plan, prioritize, and implement a comprehensive educational program designed to meet the needs of individuals and targeted issues affecting communities.
- Submit program plans to the Executive Board for funding consideration, approval, and support.
- Coordinate educational program efforts with public and private groups, agencies, and organizations in the county.
- Involve people with the program by helping to recruit leaders and volunteers to assist.
- Assist with evaluating program accomplishments.
- Work cooperatively with the other three program development committees to plan, implement, and evaluate a unified County Extension program.
- Attend bi-monthly meetings
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program

### **QUALIFICATIONS:**

- 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.
- An interest in working with and supporting the Extension 4-H/Youth Development agent
- The ability to motivate parents and other volunteers to assume leadership positions
- The ability to work with minimum supervision from professional staff
- A sincere interest in working with other volunteers and professional staff in an educational setting

**TIME REQUIRED:** Position is a two year term. Attend bi-monthly meetings. Attend 4-H educational programming as time allows.

**LOCATION:** County Extension Office

**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.

**SALARY:**

Unsalared: Volunteer

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Leadership 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 Program Development Committee Member

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