



**4-H VOLUNTEER INFORMATION PROFILE REVIEW  
COMMITTEE MEMBER  
VOLUNTEER POSITION DESCRIPTION  
Ellis County 4-H Program**

**PURPOSE:** *To identify a volunteer workforce which will provide a safe, caring and positive learning environment for youth.*

**RESPONSIBILITIES:**

- Complete and sign the confidentiality statement.
- Objectively review all profiles submitted for 4-H Youth Development program volunteer positions.
- Conduct reference checks, interviews and other record checks (Child Abuse Hotline, Kansas Bureau of Investigation (KBI) Registered Offender List, driving records) as deemed necessary and relevant for each respective applicants.
- Recommend approval or rejection of the VIP applicant based upon facts provided.
- Recommend to County Extension Board on at least a quarterly basis the names of individuals approved for appointment as registered Volunteers.
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program

**QUALIFICATIONS:** (one or more of the following)

- Experience in working with volunteers.
- Experience in working with youth programs.
- Understanding of Extension programs.
- Value the need for a safe and positive environment for youth and volunteers.
- Expertise in one or more of the following areas: law enforcement, medical profession, social work, human resources, youth, volunteerism, education, employment or others as relevant to the nature of the position.
- Knowledge and/or experience with risk management.
- 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:** Position is a two year term, renewable

**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 committee in understanding the KS 4-H VIP policy procedures
- Provide the screening required for volunteers
- Maintain VIP files for review by committee

**SALARY:**

Unsalaries: Volunteer

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability insurance provided by the Ellis Co. Extension Council
- Volunteer development opportunities
- Improve 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

**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  
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I will work to “Make the Best Better” through my role as a 4-H Volunteer Information Profile Review 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



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