



## **4-H CLUB PARENT COMMITTEE MEMBER VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** *To function as a team in identifying and recruiting volunteers to assist with club work.*

### **RESPONSIBILITIES:**

- Complete VIP volunteer screening process.
- Meet with club leadership to identify and recruit project leaders for the year.
- Follow up with last year's volunteers to determine if they will continue in this role
- Aid in matching individual skills to positions for the greatest impact
- Provide additional support to the club as identified by the club leadership team.
- 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 function on a team in reaching a goal
- The ability to communicate effectively with youth, parents and other adult volunteers and staff.
- Belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
- Self starter; be able to work with minimal supervision from professional staff
- A sincere interest in working with and the ability to communicate clearly with Extension staff, volunteers, club members, and parents
- Ability to delegate responsibility to others
- The ability to motivate parents and other volunteers to assume leadership positions
- 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:** One program year, renewable annually. Four to six hours prior to the beginning of the 4-H year (typically organizes in the spring of the year) to identify and recruit volunteers for the upcoming 4-H year. Additional time and responsibilities as identified by the club leadership team.

**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.

### **SALARY:**

Unsalared: 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/or adults providing positive support and growth experience
- Volunteer development opportunities
- Strengthen personal leadership, communication, organizational skills
- Opportunity to share your skills, talents, and interests
- Develop lifelong friendships with youth, parents and other volunteers

**RESPONSIBLE TO:** K-State Research and Extension Staff, specific 4-H club and their leadership team

**MENTOR/SUPERVISING PROFESSIONAL**

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I will work to “Make the Best Better” through my role as a Parent 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

