



## **4-H COUNTYWIDE PROJECT LEADER VOLUNTEER POSITION DESCRIPTION**

Wyandotte County 4-H Program

**PURPOSE:** *Understand, support and create educational experiences using the National 4-H Youth Development model that:*

- Support the positive growth and development of each youth involved.
- Develop important life skills and create opportunities for youth to learn, lead and serve.
- Involve youth in becoming competent, caring, connected, citizens of character in their community.

### **RESPONSIBILITIES:**

- Complete KS 4-H Volunteer Screening Process.
- Complete the Quarterly Volunteer Hours Timesheet.
- Create project meeting and event calendar in collaboration with 4-H staff annually.
- Effectively utilize 4HOnline and online resources.
- Assist members in selecting age/developmentally appropriate projects.
- Utilize 4-H project curriculum (when available) as the basis for project work.
- Conduct project meetings and workshops using the “Learn By Doing” hands on approach.
- Assist members with the planning, carrying out and evaluation of their project.
- Assist members with exhibits, demonstrations and the completion of their project record book.
- Identify community resources and connections for project work.
- Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.
- Encourage parental participation and support.
- Advise the 4-H professional of the members’ progress.
- Provide positive feedback to members.
- Participate in volunteer training opportunities to stay current with information, learn new skills and maintain the 4-H standard of quality experiences for youth.
- Be sensitive to risks and use risk management strategies related to project work.
- Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage and family support.
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H programs and the county 4-H program.
- Perform these responsibilities with guidance, assistance and oversight of local 4-H agent and 4-H staff.

### **QUALIFICATIONS:**

- Completion of the 4HOnline Volunteer Information Profile process and approval by the Wyandotte Co. Extension Council.
- Communicate with members, their parents and WyCo 4-H staff.
- Ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth.
- Sincere interest in teaching and sharing knowledge and skills with youth in an educational setting.
- Understanding of the developmental characteristics of youth.
- 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. Belief in the value of the 4-H Program.
- 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 4-H year (Oct.-Sept.), renewable annually. Project meetings: at a time, place and frequency as determined by you and the 4-Hers. Average time per meeting; an hour to an hour and a half. Preparation time (about the same time as meeting time). Estimated 25-30 hours, per 4-H program year as agreed upon with WyCo 4-H agent or 4-H staff.

**LOCATION:**

County Extension Office; leader’s home or business; local community facilities, other.

**RESOURCES AVAILABLE:**

K-State Research and Extension in Wyandotte County agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.
- Provide appropriate curriculum, 4-H Master Calendars, and other resource materials.
- Provide the screening required for volunteers.
- Listen to ideas to help improve the 4-H program.
- Provide appropriate recognition for leaders.

**SALARY:**

Unsalaries: Volunteer

**BENEFITS**

- Expenses incurred and miles driven may be tax deductible.
- Liability insurance provided by the Wyandotte Co. Extension Council.
- Contribute to the future of the community and its youth.
- Helping in the positive development of the youth of the county.

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

**MENTOR/SUPERVISING PROFESSIONAL**

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I will work to “Make the Best Better” through my role as a Countywide Project Leader

I will work to support volunteer efforts to “Make the Best Better” WyCo 4-H

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Professional Signature



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