



**4-H JR. LEADER ADVISOR**  
**VOLUNTEER POSITION DESCRIPTION**  
Ellis County 4-H Program

**PURPOSE:** *To guide the County 4-H Jr. Leader member in developing and carrying out leadership development projects in the 4-H clubs and community.*

**RESPONSIBILITIES:**

- Complete VIP volunteer screening process.
- Help plan the county Jr. Leader program
- Promote Jr. Leader program as an opportunity for older 4-H youth to develop leadership skills.
- Assist in recruitment of older 4-H youth to serve as 4-H Jr. Leaders in their clubs and in the county program.
- Communicate Jr. Leader plans to the County Extension Office.
- Meet at least once a month with Jr. Leaders 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 leadership programs
- 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 Jr. Leader Advisor position is a one year commitment, renewable. Monthly meetings 1 – 2 hours. Preparation for meetings and activities, additional time.

**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:**

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
- Leadership development opportunities
- Strengthen personal leadership, communication, organizational skills
- Opportunity to share your skills, talents, and interests

**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 Jr. Leader 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

