



## **4-H CLUB NEW FAMILY COORDINATOR VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** *To ensure that new 4-H families feel welcome in the 4-H club. Serve as a resource / support for them throughout their first year in 4-H.*

### **RESPONSIBILITIES:**

- Complete VIP volunteer screening process.
- Welcome new families to our 4-H club.
- Attend all meetings and greet all members.
- Provide a “Greet Sheet” for new members and help them find a seat at their first meeting.
- Introduce new members during the club meeting.
- Work with club leader to provide a 4-H Family Handbook for new families.
- Review 4-H Family Handbook with new families.
- Set up a “buddy” system for current and new members. Recruit “buddies” and train them in their role.
- Be the key point of contact for new families and answer any questions they may have.
- 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 and staff.
- Belief in the importance of 4-H youth development and the ability to effectively communicate it to new families.
- Self starter; be able to work with minimal supervision from professional staff/club leadership
- A sincere interest in working with and the ability to communicate clearly with Extension staff, volunteers, club members, and parents
- 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. Be able to attend the majority of club meetings.

**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.
- Provide a Family Handbook for use in orienting new families to the Ellis Co. 4-H program

**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/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 New Family Coordinator

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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