

Volunteer Service Description

Title: Community Club Organizational Leader

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by providing organizational leadership and supervision for a group of 4-H club members and project leaders to foster a sense of belonging, mastery of life skills, independence and generosity. In cooperation with youth and other volunteers, coordinates club activities, gives guidance and direction, and serves as the primary contact person for the club with the County Extension staff and the Florida 4-H program.

DUTIES AND RESPONSIBILITIES:

- Provides leadership to youth and volunteers to:
 - establish annual club goals and objectives
 - plan the yearly club program and activities
 - recruit new members, recognize graduating members and apply for club recognition
 - conduct enrollment and help members to select projects
 - elect, install, and train club officers
 - mentor officers in preparing meeting agendas, learning skills and carrying out other duties
 - secure and distribute project manuals and other resources for members and leaders
 - conduct group activities and events
 - participate in county, regional and statewide events and programs
 - help youth evaluate individual and group progress

- Establishes a system for support of youth and adult volunteer leaders including:
 - sharing the responsibilities among club families
 - interviewing and completing volunteer screening procedures for all volunteer roles in the club who will have contact with youth
 - processing volunteer enrollments
 - helping volunteers understand their roles
 - orienting and informing all volunteers about behavior expectations of volunteers working with youth
 - involving volunteers in learning experiences to help them do a good job
 - helping volunteers plan and implement learning experiences with members and families
 - providing for recognition of all volunteers
 - helping volunteers evaluate individual and group progress

- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
 - setting up processes to disseminate information in the club
 - maintaining regular contact with unit Extension staff

<ul style="list-style-type: none"> ○ attending training and keeping up-to-date on unit, regional, state, and national programs ○ reporting enrollment and other requested data to the unit Extension staff
QUALIFICATIONS
<ul style="list-style-type: none"> ● Believes in the importance of positive youth development and the value of the 4-H Program. ● Effective written and oral communication. ● Excellent organization skills. ● Willingness to work as a team member. ● Complete a Florida 4-H Volunteer packet ● Complete 435 Level II background screening (eligibility is determined by the Florida Department of Children and Families. See our Youth Protection factsheet for more information) ● Complete the Office of Youth Conferencing online training annually
RESOURCES AVAILABLE
<ul style="list-style-type: none"> ● 4-H promotional literature and audiovisual media. ● Guidance from County 4-H Staff ● Orientation and Training
BENEFITS
<ul style="list-style-type: none"> ● Expenses incurred and miles are driven are tax deductible. ● Liability and Workman's Compensation insurance through the University of Florida. ● Opportunity to develop organizational and communication skills. ● Recognition of others in your community. ● Helping in the positive development of the youth of the county.
TIME COMMITMENT
10-15 hours monthly (depends on club size and activities)
MENTOR / SUPERVISING PROFESSIONAL
Name Address Phone Number Email

Volunteer Signature \ Date

4-H Agent Signature \ Date

The Institute of Food and Agricultural Sciences (IFAS) is an Equal Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations.

Volunteer Service Description

Title: 4-H Project Leader

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.

DUTIES AND RESPONSIBILITIES:

Facilitate youth learning about a project by:

- Assisting with enrollment by introducing the project to all members and parents.
- Helping members establish goals and plan for their project work.
- Conducting project meetings and workshops where members can get hands-on experiences.
- Giving support in planning and carrying out projects to individual project members as needed.
- Encouraging members to complete their project work as planned.

Provide additional support to 4-H members in their project work by:

- Involving experienced youth in the teaching as junior leaders.
- Encouraging parents to support project work at home.
- Assisting members with exhibits, demonstrations, and other sharing activities.
- Helping members complete planning sheets to evaluate their progress in the project.
- Providing recognition for the project accomplishment of members.
- Keeping members informed of other opportunities related to the project.
- Being sensitive to risks, and using risk management strategies related to project work.

Continue your own personal development by:

- Updating your own project skills by attending relevant training.
- Becoming familiar with project literature and sharing knowledge of the project.

Work with other club volunteers in meeting club goals and to keep the entire club informed of things related to assigned activity that involve or impact others by:

- Communicating regularly with other volunteers.
- Helping to identify, select, and support new volunteers.
- Assisting with other activities related to the project, including community service, as appropriate.

QUALIFICATIONS

- Interest in helping youth.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.
- Complete a [Florida 4-H Volunteer packet](#)
- Complete 435 Level II background screening (eligibility is determined by the Florida Department of Children and Families. See our [Youth Protection factsheet](#) for more information)
- Complete the [Office of Youth Conferencing](#) online training annually

RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Three to six hours a month

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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Volunteer Service Description

Title: 4-H Club Activity Leader

PURPOSE:

Contributes to the success of the 4-H Club by assisting and advising 4-H members through group activities. Activities may include community service, fundraisers or social activities such as club kick off or end of year celebrations.

DUTIES AND RESPONSIBILITIES:

To organize and support 4-H activities by:

- Involving members and parents in setting goals and planning the yearly program of activities
- Providing guidance and direction to junior leaders and/or youth committee members
- Arranging for location, program materials, equipment, and publicity to carry out the activities
- Keeping members, volunteers, and families informed of activities
- Helping members evaluate their learning through activities
- Keeping members informed of related unit, regional, and state activities

To work with other volunteers in meeting club goals and to keep the entire club informed of activities by:

- Communicating regularly with other volunteers
- Assisting in identifying, locating and obtaining community resources
- Assisting with unit, regional, and state activities as they related to the activities of the club

QUALIFICATIONS

- Willingness to work as a team member.
- Complete a Florida 4-H Volunteer packet
- Complete the Office of Youth Conferencing online training annually
- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

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RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Varies by activity.

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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Volunteer Service Description

Title: 4-H Judge

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by helping 4-H members learn to recognize their accomplishments through 4-H project work and to evaluate their performance through the exhibit experience.

DUTIES AND RESPONSIBILITIES:

- To serve as a conference judge at 4-H exhibits.
- To greet youth with enthusiasm and a smile when they come to judging, being sensitive to their age, experience, and personality.
- To be open-minded and encouraging when making constructive comments – use the “sandwich method”.
- To complete the score sheets and ratings for each project for each child.
- To work with Extension staff member or volunteer to see that all necessary papers are completed and that ribbons have been distributed.
- To select competitive awards and delegates for the next level of competition, as appropriate.

To help youth learn:

- More about a specific project or topic
- Recognize their accomplishments (efforts, successes, challenges)
- Evaluate his/her performance and/or exhibit
- Guide thinking to what they would like to learn next

QUALIFICATIONS

- Must be able to communicate positively with 4-H-aged youth.
- Must be familiar with the competencies, skills, and characteristics of junior, intermediate, and senior-aged 4-H youth participating in the Judging Contest.
- Must have experience judging contests and giving oral reasons, or participate in judges’ orientation.
- Must not have a conflict of interest, such as being in a close personal relationship or continuous direct contact, with any of the 4-H’ers in the contest. Potential conflicts of interest include, but are not limited to, being a relative, friend, 4-H leader, trainer, or in a leasing/business relationship with the 4-H’er or his or her immediate family.

RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Varies, depending on the event, but usually no more than 2-4 hours.

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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DUTIES AND RESPONSIBILITIES:

- Provides leadership to youth and volunteers to:
 - establish annual club goals and objectives
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- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
 - setting up processes to disseminate information in the club
 - maintaining regular contact with unit Extension staff

<ul style="list-style-type: none"> ○ attending training and keeping up-to-date on unit, regional, state, and national programs ○ reporting enrollment and other requested data to the unit Extension staff
QUALIFICATIONS
<ul style="list-style-type: none"> ● Believes in the importance of positive youth development and the value of the 4-H Program. ● Effective written and oral communication. ● Excellent organization skills. ● Willingness to work as a team member. ● Complete a Florida 4-H Volunteer packet ● Complete 435 Level II background screening (eligibility is determined by the Florida Department of Children and Families. See our Youth Protection factsheet for more information) ● Complete the Office of Youth Conferencing online training annually
RESOURCES AVAILABLE
<ul style="list-style-type: none"> ● 4-H promotional literature and audiovisual media. ● Guidance from County 4-H Staff ● Orientation and Training
BENEFITS
<ul style="list-style-type: none"> ● Expenses incurred and miles are driven are tax deductible. ● Liability and Workman's Compensation insurance through the University of Florida. ● Opportunity to develop organizational and communication skills. ● Recognition of others in your community. ● Helping in the positive development of the youth of the county.
TIME COMMITMENT
10-15 hours monthly (depends on club size and activities)
MENTOR / SUPERVISING PROFESSIONAL
Name Address Phone Number Email

Volunteer Signature \ Date

4-H Agent Signature \ Date

Volunteer Service Description

Title: 4-H County Association Chair

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by chairing County Association Meetings. Provides input into the setting of program priorities and assists with program expansion and review.

DUTIES AND RESPONSIBILITIES:

- Preside over business meetings of the Association.
- Ensures that all business is conducted fairly and in the best interest of the county 4-H program, in accordance with 4-H and Extension policies.
- The chairperson shall serve as representative of the Association.
- The chairperson shall appoint committees and committee chairs.
- The chairperson serves as an ex-officio member of all committees except the Nominating Committee.
- Other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

QUALIFICATIONS

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Knowledge of the County 4-H Program.
- Demonstrates ability to think critically.
- Demonstrates ability to solve problems.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to make decisions.
- Demonstrates empathy for others.
- Demonstrates ability to plan and set goals.

RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Quarterly Meetings (usually 1-2 hours in length)

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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Volunteer Service Description

Title: 4-H County Association Member

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Provides input into the setting of program priorities and assists with program expansion and review.

DUTIES AND RESPONSIBILITIES:

- Attend County Association meetings and participate in its activities.
- Become familiar with the Cooperative Extension Service of the University of Florida Institute of Food & Agricultural Sciences, its mission and objectives.
- Help to analyze the county situation as it relates to youth development.
- Help to identify problems, needs and concerns.
- Assist county staff in identifying and obtaining resources to meet those needs.
- Help staff to set program priorities through the development of an annual and four year plan of work.
- Maintain knowledge of and visibility in programs implemented.
- Give leadership, guidance and coordination to subcommittees.
- Help determine County 4-H policies and procedures that insures 4-H is accessible to all youth and adults regardless of race, color, religion, sex, handicap or national origin.
- Keep up with local concerns of youth and local trends.
- Review program results with 4-H staff.
- Assist in accounting to various stake holders.

QUALIFICATIONS
<ul style="list-style-type: none"> • Willing to work as a team member. • Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn
RESOURCES AVAILABLE
<ul style="list-style-type: none"> • Orientation • Training • Support from 4-H Agent and other volunteers
BENEFITS
<ul style="list-style-type: none"> • Expenses incurred and miles driven are tax deductible. • Liability and workman's compensation insurance provided by the University of Florida. • Recognition from others in your community. • Helping in the positive development of the youth of the county.
TIME COMMITMENT
Quarterly meetings (usually 1-2 hours in length)
MENTOR / SUPERVISING PROFESSIONAL
Name: Address: City, State Zip Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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Volunteer Service Description

Title: 4-H County Association Secretary

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting the County 4-H Staff and other volunteers with the planning and evaluating educational programs and activities for county 4-H youth. Serves as the recording officer of the County Association.

DUTIES AND RESPONSIBILITIES:

- Records the proceedings of the Association meetings in the minutes.
- Maintains all official meeting records of the Association.
- Maintains all committee meeting records of the Association.
- Maintains official County Association Membership records.
- Notifies Association members of meeting times and location.
- Distribute correspondence to Association committees and members.
- Presides over Association meeting in the absence of the Chair or Vice Chair.

QUALIFICATIONS

- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Knowledge of the County 4-H Program.
- Demonstrates ability to communicate effectively. (writing, speaking, listening)
- Demonstrates ability to organize and disseminate information

RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Quarterly Meetings (usually 1-2 hours in length)

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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Volunteer Service Description

Title: 4-H Expansion & Review Committee Member

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by helping to expand the opportunities to all youth and volunteers in the county. The committee will include youth and be representative of the county population.

DUTIES AND RESPONSIBILITIES:

- Help the county 4-H program identify underserved areas of population.
- Review 4-H enrollment trends.
- Compare participant data with census and school enrollments.
- Assess programs offered and their appeal to underserved segments of youth population.
- Assist Extension in developing long-term 4-H expansion goals.
- Identify and target geographic areas or segments of the youth population that are underrepresented. (age, gender, racial/ethnic groups, economic groups)
- Recommend communities to target for expansion efforts.
- Suggest programs that will attract under represented youth.
- Propose priority needs to be addressed.
- Work with Extension to create action plans to reach new volunteers and members.
- Develop a marketing plan to secure volunteer leadership and attract youth in targeted areas.
- Design processes to organize and support new groups.
- Define roles for volunteers in recruiting of members and leaders, organizing new groups and supporting new leaders and clubs.
- Assist in carrying out the action plans.
- Review progress and revise priorities.

QUALIFICATIONS

- Must be able to communicate positively with 4-H-aged youth.
- Belief in the importance of 4-H youth development and the need to provide young people with out of school learning opportunities.
- Willing to work as a team member.
- Knowledge of the Cooperative Extension Service and 4-H.
- Enroll in 4-H Online

RESOURCES AVAILABLE

- Orientation
- Training
- Support from 4-H Agent and other volunteers

BENEFITS

- Expenses incurred and miles driven are tax deductible.
- Liability and workman's compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

TIME COMMITMENT

Biannual meetings and other outreach events. Time commitment varies, but is typically 2 hours per month.

MENTOR / SUPERVISING PROFESSIONAL

Name:

Address:

City, State Zip

Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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