

## POSITION DESCRIPTION

**NAME OF PROGRAM:** Frederick County 4-H Program

**TITLE OF THE JOB:** 4-H General Volunteer

**PURPOSE:** To provide leadership in a specific subject area or for a particular program or event. Your role will be to teach or coordinate others in the instruction of youth involved in a specific 4-H project or organize a community or county-wide activity in which youth from a designated area may participate. The project/activity may be either independent or in support of a local 4-H club.

### MAJOR RESPONSIBILITIES:

1. Plan, organize and implement the project/activity in a safe environment.
2. Teach project or recruit others to teach/assist with the activity.
3. Coordinate project workshop or activity with local 4-H Club Leaders as appropriate.
4. Recruit youth as participants, if necessary.
5. Assist and encourage youth and other adults as needed.
6. Encourage youth to participate in county events supporting the project/activity.
7. Support Affirmative Action efforts of the 4-H Program.
8. Publicize the results.
9. Maintain records on the project/activity.
10. Communicate with the 4-H Organization Leader(s).

**JOB SITE:** Frederick County, Community-Based

**QUALIFICATIONS:** Must have a general knowledge of particular project/activity and have an interest in working with and motivating youth and adults.

### ESTIMATED TIME

**REQUIREMENTS:** The time commitment is flexible. Generally, a short-term commitment of 6-12 hours distributed over a 4-8 week period is required. Activities range from a ½ day to several days in duration. One to two hours may be required for initial orientation. In addition, you may attend leader workshops at the County level as needed.

**TENURE:** One year, renewable option.



**SUPERVISION:** County Extension Faculty, 4-H and Youth, and 4-H Club Organizational Leader or program assistant and key middle management volunteer or volunteer coordinator.

**AFFIRMATIVE ACTION:** To assist with providing 4-H projects to all eligible persons regardless of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

**TRAINING:** 4-H Faculty will provide:

- Leadership training
- Leader manuals for projects
- Program and resource materials including projects, films, slides and books as requested and available.
- Project books and records for youth
- County-wide activities which are open to all 4-H participants (camp, fair, communication workshops, etc.).
- Newsletters

**BENEFITS:** Scholarship available for state and regional trainings. An educational opportunity to develop and apply managerial skills in support of the county-wide 4-H program.

**CONTACT PERSON:** **Donielle Axline, Extension Educator**  
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I understand and agree to abide by the philosophies of Extension and to fulfill the volunteer responsibilities described above to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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