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| <input type="checkbox"/> | Project |
| <input type="checkbox"/> | Activity |
| <input type="checkbox"/> | One Time |

Date: _____ / _____ / _____

4-H Organizational Volunteer: Position Description

Minnesota 4-H Adult Volunteer Association Committee Member

Time Required: Varies by the specific committee (See 4-H specific committee for more information)

Purpose: *Understand, support and create educational experiences that:*

- Provide experiences that promote a positive youth development experience for all members
- Inform and encourage volunteers to actively participate in appropriate 4-H opportunities
- Serve as a liaison between the Extension staff liaison, M4-HAVA board and volunteers 4-H committee work

Responsibilities:

- Complete the volunteer screening process yourself and each volunteer has a current position description
- Advise volunteers regarding their contributions to and participation in committee activities
- Recruit and support an adult leadership team for the committee that will share the work and develop leadership skills in others
- Welcome volunteers' ideas, activity and assistance, cooperation, support, and attendance
- Follow all 4-H guidelines and policies of University of Minnesota Extension, the Minnesota 4-H program and the local 4-H program
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experiences
- Other tasks as assigned

Specific Duties/Tasks:

- Know and contribute to purpose of specific committee- see attached page
- Report work completed and identified recommendations regularly to the M4-HAVA Board
- Seek guidance and direction from M4-HAVA board about committee work
- Report at annual meeting

Qualifications/Skills:

- Appropriate 4-H Volunteer Screening Category
- The ability to organize and motivate
- A sincere interest in teaching and sharing knowledge and skills with adults in an educational setting
- The ability to effectively delegate responsibility
- The ability to work and communicate effectively in both verbal and written form
- The ability to motivate and coach other volunteers in leadership positions
- A willingness to become familiar with and work within the philosophy and guidelines of University of Minnesota Extension, the Minnesota 4-H program, and the local 4-H program

Resources Available: The University of Minnesota Extension 4-H program agrees to:

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

Benefits:

- Experience working in leadership roles
- Training to enhance personal skills and knowledge

Work Direction By: M4-HAVA president and/or board, www.m4-hava.org

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