



## 4H Volunteer Position Description Format

NAME OF PROGRAM \_\_\_\_\_ COUNTY/CITY \_\_\_\_\_

1. TITLE
2. PURPOSE
3. MAJOR RESPONSIBILITIES
4. QUALIFICATIONS
5. SPECIFIC SKILLS REQUIRED
6. JOB SITE
7. TIME REQUIREMENTS
8. PHYSICAL DEMANDS
9. TENURE
10. SUPERVISION
11. TRAINING
12. BENEFITS
13. AFFIRMATIVE ACTION
14. CONTACT PERSON

NAME

ADDRESS

TELEPHONE

FAX

15. DATE \_\_\_\_\_

16. \_\_\_\_\_ (Signature)

## 4H Volunteer Position Description Format

**NAME OF PROGRAM** \_\_\_\_\_ **COUNTY/CITY** \_\_\_\_\_

1. **TITLE** (actual Volunteer title)
2. **PURPOSE** (Overall volunteer responsibility)
3. **MAJOR RESPONSIBILITIES** (major importance task of the position)
4. **QUALIFICATIONS** (Necessary knowledge, skills and abilities for position)
5. **SPECIFIC SKILLS REQUIRED** (Additional skills needed for the job)
6. **JOB SITE** (location and environmental conditions)
7. **TIME REQUIREMENTS** (Estimate of time required for planning and work)
8. **PHYSICAL DEMANDS** ( nature of physical activity involved)
9. **TENURE** ( length of commitment)
10. **SUPERVISION** ( immediate supervisor of the position)
11. **TRAINING** ( opportunities available for growth)
12. **BENEFITS** ( advantages and perks)
13. **AFFIRMATIVE ACTION** ( statement of non-discrimination)
14. **CONTACT PERSON**  
  
    **NAME**  
  
    **ADDRESS**  
  
    **TELEPHONE**  
  
    **FAX**
15. **DATE** \_\_\_\_\_
16. \_\_\_\_\_ (Signature)

## SAMPLE POSITION DESCRIPTION

**NAME OF PROGRAM:** \_\_\_\_\_ County/City 4-H Program

**TITLE OF THE JOB:** 4-H Club Organization Coordinator or Leader

**PURPOSE:** To provide leadership for young people who want to be involved in an organized 4-H Club Program. This includes offering youth opportunities and guidance to grow through small group activities in selected 4-H project areas. A Club Leader may also encourage youth to take advantage of the fun and learning experiences that the County/City 4-H Program offers.

**MAJOR RESPONSIBILITIES:**

1. Understand where to get enrollment materials and how to enroll young people & volunteers in 4-H.
2. Lead club members in the election of officers.
3. Advise officers in conducting meetings.
4. Help members plan a yearly club program.
5. Keep 4-H'ers informed about County/City 4-H events.
6. Work with club activity and project leaders.
7. Assist in obtaining, screening, appointing and utilizing project and activity leaders for the club.
8. Support Affirmative Action efforts of the 4-H Program.
9. Maintain club records and fiscal reporting system to county/city office.
10. Communicate regularly with the county/city 4-H Office.

**JOB SITE:** \_\_\_\_\_ County/City, Community-Based

**QUALIFICATIONS:** The 4-H Club Leader should have a desire to be involved in an informal educational program, which includes youth & volunteer development, communication skills, creative thinking and common sense.

**ESTIMATED TIME REQUIREMENTS:** The time commitment is flexible, depending on the number of times the 4-H club meets and the number of activities a club is involved in. Generally, it is two to three hours every week, bi-weekly or monthly. One to two hours is required for initial orientation and periodic leader workshops may be attended as needed at the county/city level.

**TENURE:** One year, renewable option

**SUPERVISION:** County/City Extension Faculty, 4-H and Youth

**AFFIRMATIVE  
ACTION:**

To assist with providing 4-H activities to all eligible persons regardless of race, color, sex, religion, national origin or handicap.

**TRAINING:**

**4-H Faculty will provide:**

- Leadership training
- Program and resource materials including projects, films, slides and books as requested and available.
- Newsletters to leaders and club members.
- County/City-wide activities which are open to all 4-H participants (camp, fair, communication workshops, etc.).

**BENEFITS:**

Scholarships for State and Regional Trainings.  
opportunity to develop and apply managerial skills in

**CONTACT PERSON:**

Educator Name or Volunteer Middle Manager  
Address, Phone, Fax, E-mail

**DATE:**

May 12, 2010

Volunteer Signature:

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## SAMPLE POSITION DESCRIPTION

**NAME OF PROGRAM:** County/City Financial Counseling

**TITLE OF THE JOB:** Financial Counselor

**PURPOSE:** To provide basic financial management education to clients requesting help in the Financial Counseling Program.

**MAJOR RESPONSIBILITIES: To provide educational support to a client through:**

- Establishing goals
- Analyzing insurance coverage
- Developing a spending plan
- Saving money regularly
- Putting records in order
- Reviewing and updating a will
- Paying bills on time

**JOB SITE:** \_\_\_\_\_ County/City

**QUALIFICATIONS:** Desire to help others, an interest in financial management and passing the training course with an 80% minimum level of competency.

**ESTIMATED TIME REQUIREMENTS:**

- Attendance at 18 hours of training
- Minimum of an average of 8 hours per month/per client for 6 months
- Attendance at yearly updates

**TENURE:** Minimum of two clients per year, 6 months - 1 year, optional renewable

**SUPERVISION:** Extension Educator with Financial Counseling Responsibilities

**AFFIRMATIVE ACTION:** To provide financial education and counseling to all eligible persons regardless of race, color, sex, religion, age, handicap or national origin.

**TRAINING:** Financial Counselor Training Course and annual updates

**COST:** Purchase a Financial Counselor Handbook

**BENEFITS:** Financial Counselor Handbook as a reference  
Improving personal financial management  
Financial Counselor Newsletter mailings  
Personal satisfaction in helping others

**CONTACT PERSON:** Educator Name or Volunteer Middle Manager, Address, Phone, Fax, E-mail

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## SAMPLE POSITION DESCRIPTION

**NAME OF PROGRAM:** County/City Name Master Gardener

**TITLE OF THE JOB:** Master Gardener Consultant

**PURPOSE:** Provide information to home gardeners via telephone contact, office visits, plant clinics and mailed in samples.

**MAJOR RESPONSIBILITIES:**

1. Answer questions from home gardeners via the telephone, office visits and plant clinics.
2. Diagnose plant sample problems and identify insect specimens and make written or verbal reply.
3. Keep written record of daily activities as directed by supervisor.

**JOB SITE:** \_\_\_\_\_ County/City Extension Office

**QUALIFICATIONS:** Completion of the Basic Master Gardener Training Course and passing grade on the Basic Master Gardener Proficiency Exam.

**ESTIMATED TIME REQUIREMENTS:** Three hours a week from May 1st to August 30th, 2010

**TENURE:** One year, renewable option

**SUPERVISION:** Extension Agent, Urban Agriculture

**AFFIRMATIVE ACTION:** To provide assistance to all county residents regardless race, color, sex, age, religion, national origin or handicap.

**TRAINING:** Basic Master Garden Training Course  
Master Garden Consultant Orientation Class

**BENEFITS:** Eligibility to attend Advanced Master Gardener Seminars and advancement of a Master Gardener Level ranking.

**CONTACT PERSON:** Educator Name or Volunteer Middle Manager  
Address, Phone, Fax, E-mail

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **SAMPLE POSITION DESCRIPTION**

**NAME OF PROGRAM:** \_\_\_\_\_ County/City 4-H Program

**TITLE OF THE JOB:** 4-H Activity Leader

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

### **MAJOR RESPONSIBILITIES:**

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

**JOB SITE:** \_\_\_\_\_, Community-Based

**QUALIFICATIONS:** An Activity Leader needs to have a general knowledge and/or interest in conducting the activity. Also, the leader must have an interest in working with and motivating youth and adults.

### **ESTIMATED TIME REQUIREMENTS:**

The time commitment is flexible. Generally, it is short term: 6-12 hours distributed over a 4-8 week period. 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 training workshops at the County level as needed.

**TENURE:** One year, renewable option

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

**AFFIRMATIVE ACTION:** To assist with providing 4-H activities to all eligible persons regardless of race, color, gender, religion, age, national origin or handicap.

**TRAINING:**

4-H Faculty will provide:

- Leadership training
- Program and resource materials including projects, films, slides and books as requested and available.
- Newsletters to leaders and club members.
- County/city-wide activities which are open to all 4-H participants (camp, fair, communication workshops, etc.).

**BENEFITS:**

Scholarships 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:**

Educator Name or Volunteer Middle Manager  
Address, Phone, Fax, E-mail

**DATE:**

May 12, 2010

Volunteer Signature:

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## **SAMPLE POSITION DESCRIPTION**

**NAME OF PROGRAM:** \_\_\_\_\_ 4-H Program County/City

**TITLE OF THE JOB:** 4-H Project Leader

**PURPOSE:** To provide leadership in a specific subject area. Your role will be to teach or coordinate others in the instruction of youth involved in a specific 4-H project. The project taught may either be an independent project or in support of a local 4-H club project.

### **MAJOR RESPONSIBILITIES:**

1. Plan, organize and implement the project.
2. Teach project or recruit others to teach.
3. Coordinate project workshop 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.
7. Support Affirmative Action efforts of the 4-H Program.
8. Maintain records on the project.
9. Communicate with the 4- Organization Leader(s).

**JOB SITE:** \_\_\_\_\_ County/City, Community-Based

**QUALIFICATIONS:** The 4-H Project Leader needs to have a general knowledge of a specific area (examples: rabbits, clothing, nutrition). Also, the leader must 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. One to two hours may be required for initial orientation. In addition, you may attend leader workshops at the county/city level as needed.

**TENURE:** One year, renewable option

**SUPERVISION:** County/City Extension Faculty, 4-H and Youth and 4-H Club Organizational leader or other key volunteer

**AFFIRMATIVE ACTION:**

To assist with providing 4-H projects to all eligible persons regardless of race, color, gender, religion, age, national origin or handicap.

**TRAINING:**

**4-H Faculty will provide:**

- Leadership training
- Leader manuals for projects
- Project books for youth
- Resource materials including projects, films and books as requested and available
- County-wide activities which support 4-H project work (fair, contests, camp, etc.).
- Monthly newsletters

**BENEFITS:**

Scholarships available for State and Regional Trainings.

An educational opportunity to develop and apply managerial skills in support of the county/city-wide 4-H Program.

**CONTACT PERSON:**

Educator Name or Volunteer Middle Manager  
Address, Phone, Fax, E-mail

**DATE:**

May 12, 2010

Volunteer Signature:

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