



# 4-H SCHOOL ENRICHMENT VOLUNTEER

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## VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program  
Purdue Cooperative Extension Service

## ROLE TITLE:

- ◆ 4-H School Enrichment Volunteer

## TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Two hours per week, October – May.

## PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4H professional and 4H members, their parents, and other volunteers regarding 4H club programs.
- ◆ Support 4H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4H opportunities

## RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year. Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Guide members in 4-H educational activities as the classroom teacher or as a resource volunteer in the classroom setting.
- ◆ Provide necessary enrollment information.
- ◆ Advise 4-H school enrichment members regarding their contributions and participation in 4-H activities.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

**QUALIFICATIONS:**

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer (*if applicable*).
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

**RESOURCES AVAILABLE:**

Purdue University Extension agrees to:

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, advisors, and parents
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to advisors' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to advisors

**CONTACT PERSON:**

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

**LOCATION:**

- ◆ Specify area of responsibility.

**SALARY:**

- ◆ Unsalariated; Volunteer.

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Signature of Volunteer

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Date

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Signature of Extension Professional

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Date