

**ROLE TITLE:** 4-H Club Enrollment Liaison

The 4-H Club Enrollment Liaison position description includes the following titles: Club Enrollment Coordinator, Enrollment Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Requires a minimum of one-year commitment, approximately 4-10 hours per month
 - ◆ August-November, approximately 2-4 hours per month
 - ◆ Club meeting attendance remainder of year, 1-2 hours per month
- ◆ Participation in volunteer training
- ◆ Participation in other activities and events as desired

PURPOSE:

- ◆ To provide leadership for members and adult volunteers who are enrolling in the club or group organization
- ◆ To work with youth and offer a positive youth development experience for young people
- ◆ Serve as a communication link with Club Leaders and 4-H Extension Staff

RESPONSIBILITIES:

- ◆ Create and maintain a safe environment that fosters positive youth development
- ◆ Ensure the club is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
- ◆ Support youth voice by involving youth in club decision-making
- ◆ Encourage youth/adult partnerships
- ◆ Club Enrollment
 - ◆ Work with other club organizational leaders to ensure consistent communication related to club enrollment
 - ◆ Support youth voice by involving youth in club decision-making regarding club enrollment
 - ◆ Review club bylaws to ensure they do not limit the ability of youth to join and participate in the club
 - ◆ Inform club members, leaders, and parents/guardians of all enrollment processes, deadlines, and policies
 - ◆ Provide support and answer questions for new and current members/volunteers enrolling in 4HOnline
 - ◆ Complete the necessary approvals to confirm enrollment in 4HOnline for club members and volunteers
 - ◆ Ensure all youth are enrolled and in active status in 4honline no later than January 15th of each 4-H program year. Along with collecting and turning 4-H members' program fees into the county Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the county Extension office.
- ◆ Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
- ◆ Ensure compliance with all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.

- ◆ Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of Purdue University Cooperative Extension.

QUALIFICATIONS:

- ◆ Adults with a willingness to work with youth and other adults while becoming familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ An appreciation of experiential learning and a desire to help youth learn by doing
- ◆ Commitment to providing educational opportunities to diverse groups of youth and adults
- ◆ Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- ◆ Experience working with teams and creating capacity in others
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding
- ◆ Communication skills
- ◆ Written and oral communication skills
- ◆ Willingness to communicate with diverse groups of youth and adults
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.
- ◆ The ability to work with minimal supervision from professional staff.

BENEFITS:

- ◆ Learn strategies to teach and lead effective meetings
- ◆ Opportunity to connect with community partners
- ◆ Develop personal and interpersonal communication skills
- ◆ Opportunity for personal growth
 - Increased confidence
 - Learn problem solving skills
 - Practice time management
- ◆ Potential to gain technical skills that are transferable to professional work environments
- ◆ Satisfaction of contributing to positive development of youth, families, and community

TRAINING/ORIENTATION:

- ◆ Required— Youth Safety and Reporting Child Abuse Training—online (4Honline)
- ◆ Required—One hour of Continuing Education- online or in-person
 - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
 - Receive Extension Volunteer Agreement prior to volunteering
- ◆ Indiana 4-H Volunteer Handbook

RESOURCES AVAILABLE:

- ◆ Guidance and support from County 4-H Youth Development Staff
- ◆ Volunteer leaders training workshops (county, regional, state)

Accountable to: County 4-H Youth Development Staff, District Director, State 4-H Program Leader and Director of Extension

CONTACT PERSON:

- ◆ MaryJo Moncheski- mmonches@purdue.edu and Gayle O'Connor- gjoconno@purdue.edu or by phone: 219-324-9407.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date