



ROLE TITLE: Mini 4-H Liaison, Mini 4-H Club Liaison, Mini 4-H Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Requires a minimum of one-year commitment
 - ◆ 1-3 hrs a month when community or project club meets
- ◆ Participation in volunteer training
- ◆ Participation in other activities and events as desired

PURPOSE:

- ◆ To serve as a liaison between the Organizational Club Leader, LaPorte County Extension Office, 4-H Extension Educator and Mini-4-H members and parents
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate Mini 4-H opportunities.
- ◆ Develop Mini 4-H educational opportunities during club meetings.
- ◆ Support Mini 4-H aged youth (Kindergarten-2nd grade) in participation during club meetings/events/activities

RESPONSIBILITIES:

- ◆ Create and maintain a safe, inclusive environment that fosters positive youth development
- ◆ Ensure compliance with all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Ensure the program is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
- ◆ Serve as a liaison between the county Extension office/staff, 4-H Club Leader, and Mini 4-H members, their parents/guardians, and those working with you.
- ◆ Support 4-H professionals and members in conducting meaningful educational experiences to help Mini 4-H youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate Mini 4-H opportunities.
- ◆ Give support and recognition to Mini 4-H members.
- ◆ Have fun and let the Mini 4-H members know you care.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Utilize the LaPorte County Mini 4-H materials or other approved activities while working with Mini 4-H members.
- ◆ Be aware of available learning experiences and help Mini 4-H members select appropriate activities.
- ◆ Maintain open communications with other club volunteers.
- ◆ Attend Mini 4-H events, meetings, and activities.
- ◆ Read 4-H newsletters and literature from the Extension office and their web site and keep members, parents, and others informed.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ 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.
- ◆ Must believe in youth voices and serve as a positive role model and mentor
- ◆ The ability to teach and motivate youth while nurturing positive self-esteem, decision-making responsibility, and leadership in the youth
- ◆ 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
- ◆ Experience working with teams and creating capacity in others
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding
- ◆ Written and oral communication skills
- ◆ Willingness to communicate with diverse groups of youth and adults
- ◆ A sincere interest in 4-H educational programs
- ◆ 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
- ◆ Indiana 4-H Volunteer Handbook

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

SALARY: Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date