

**ROLE TITLE:** 4-H Project Coordinator**TIME REQUIRED / DURATION OF APPOINTMENT:**

- ◆ Approximately 2-10 hours—depends on the project and when the meetings are held
 - Can be weekly, monthly or quarterly
- ◆ Must provide at least 6 hours of instruction in project area
- ◆ Participation in volunteer training
- ◆ Participation in other learning experiences as desired (examples: tours, workshops, county fair)

PURPOSE:

- ◆ To provide leadership and organization to the project group/area
- ◆ To work with youth and adult volunteers in offering a positive youth development experience for young people
- ◆ Work with 4-H Extension Staff and 4-H Project Division Leaders (as applicable to project with multiple project sub-categories) to coordinate activities/workshops/events in related project area sub-category. **IE:** Archery Project Division Leader works with the 4-H Outdoor Sports Program Coordinator to organize project meetings in Archery. OR Arts and Crafts 4-H Project Coordinator works with Ceramics Project Division Leader to plan and implement pottery workshops.
 - Project Coordinators with **no sub-categories** would plan workshops for that project. **IE:** Woodworking plans 6 hrs of educational workshops throughout the year.

RESPONSIBILITIES:

- ◆ Create and maintain a safe, inclusive 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
 - ◆ Involve youth leaders in teaching or leadership roles
- ◆ Meet with members to determine interest, set project goals, and plan project meetings
 - Review all safety procedures/requirements related to the project
 - Consider age and developmental level of youth in the project
 - Consider including tours and learning opportunities to extend the members' experiences
 - Consider how to build in service opportunities that support the community related to the project
 - Work with youth to reflect on their learning experiences—utilize the Experiential Learning Model
 - Recognize project members' growth
- ◆ Work with the community to build understanding and support of 4-H
- ◆ Inform club members, leaders, and parents/guardians of county programs, events and activities, as well as 4-H Youth Development program policies and procedures
- ◆ Maintain open communication with youth, adult volunteers and parents/guardians
- ◆ Recruit adult and youth volunteers and resource people
- ◆ Serve as primary contact person between the county project and the Positive Youth Development (PYD) staff person

- ◆ Assist 4-H Extension Staff on project judging and setting up/tearing down 4-H projects during Fair Week.
- ◆ Participate in project volunteer training offered by county, region, or state
- ◆ Complete forms related to respective project, if required
 - ◆ Talk with youth about requirements for exhibiting
- ◆ 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
- ◆ 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

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:

- ◆ Unsalared; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date