

# Sample Volunteer Position Description

## Activity or Event Adult Volunteer

1/2009

University of California  
Agriculture and Natural Resources



### General Description

The 4-H YDP Activity or Event Adult Volunteer:

- Advises and assists 4-H members in planning events and activities.
- Identifies resources available to help members plan activities.

### Qualifications

The 4-H YDP Activity or Event Adult Volunteer should have the following characteristics:

- An interest in helping the group.
- The ability to communicate with diverse youth of groups and adults.
- Organizational abilities.
- Commitment to 4-H YDP program mission and core values.

### Duties

An activity or event adult volunteer is part of the leadership team for the unit. It is important that all parts of the team work together to develop a smooth running unit. 4-H YDP activity or event adult volunteer will:

- Involve members and parents/guardians in planning and conducting the activity. This may be done with the entire unit or with a committee.
- Help members and parents/guardians make necessary arrangements for meeting location, program materials, equipment, etc.
- Provide guidance and direction to junior and teen leaders or committee members helping with the activity or event.
- Help members plan tours and other activities that will supplement the activity or event.
- Assist with and provide support for county and area activities and events.
- Assist in identifying, locating, and obtaining community resources.
- Attend training meetings related to the activity or event while you work and plan.
- Support University of California 4-H YDP mission and core values.
- Adhere to University of California policies.
- Ensure that two adult volunteers are present at meetings where youth are in attendance.

### Types of 4-H Activities

- Health, as one of the four H's, should receive special emphasis both from individuals and the unit.
- Safety is important to each project and can be an interesting club activity. Talks, demonstrations, exhibits, a community safety day, safety and fire hazard surveys are a few methods that might be used.
- Community citizenship may be divided into several categories.



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1. Helping needy individuals, hospitals, county homes or other groups needing care and concern.
  2. Studying community needs and working for improvement, beautification, or helping with organized community projects.
  3. Citizenship activities such as touring the courthouse and learning about the jobs of each county official; visiting with state legislators; studying historical persons and their contributions to the county, state or nation; or even babysitting for voters on Election Day.
- Fundraising may be important to carry out the unit activity or event.
  - An activity adult volunteer might work with all unit members giving demonstrations, illustrated talks or speeches.
  - Judging teaches skills in decision making. A different adult volunteer may wish to work with each in judging, planning unit training, helping members get to county practices and contests, etc.

### Types of 4-H Events

You might be the adult volunteer for just one event for the unit. Leadership abilities and group skills are developed when you work with 4-H members and give them an opportunity to participate in making and carrying out plans.

Unit members will have many ideas, but perhaps this list will stimulate thinking on the kinds of events to plan:

- Kick-off party or fun feast in which present and prospective members and parents may be invited.
- Parents'/guardians' event may take the form of an evening program presented by members: a potluck supper with a short 4-H program, or a summer family picnic. Also, unit achievement programs where members are recognized for their accomplishments.
- Well-planned tours or field trips can be educational experiences. A local industry or point of interest can often be closely related to project learning and may be a means of broadening interests.
- County fairs where members have an opportunity to gain new ideas by seeing the work of others.

### Relationships

The 4-H YDP Activity or Event Adult Volunteer accomplishes his/her duties by working with:

- Members enrolled in the unit.
- Parents/guardians of members enrolled in the unit.
- Experienced junior/teen leaders and/or resource persons from the community.
- The leadership team of the unit.



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- The county 4-H YDP staff and/or county project volunteer.

### Resources Available

The 4-H YDP Activity or Event Adult Volunteer will receive:

- Support and assistance from parents/guardians of unit members and from the unit leadership team.
- County or area unit training sessions.
- Members' manuals, leaders' guides and other printed and audiovisual materials from Cooperative Extension and other sources.

### Rewards

The 4-H YDP Activity or Event Adult Volunteer may experience the:

- Satisfaction of significant contribution to growth of members.
- Respect and friendships of members, officers, and junior/teen leaders.
- Respect and gratitude of parents/guardians and community.
- Recognition of accomplishments by unit and county.
- Opportunity for continued personal growth.
- Opportunity for increasingly responsible leadership roles.
- Out-of-pocket expenses may be deductible from income tax.

### Length of Commitment

- Short term (event or activity completed)

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 4-H Organizational Unit Volunteer

\_\_\_\_\_  
Date

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