

# **VOLUNTEER JOB DESCRIPTION**

## **4-H Youth Development Program Project Volunteer (Project Leader)**

(These duties may be shared with or delegated to Assistant Project Volunteers.)

### **General Description**

The 4-H Youth Development Program (“YDP”) Project Volunteer:

- Functions as a member of the unit leadership team.
- Works with members enrolled in the project to support and guide their learning of knowledge, skills and attitudes.
- Supports The University of California 4-H YDP policies, mission and core values.

### **Qualifications**

Adults 18 years of age or older, especially parents of 4-H members, and adult friends of 4-H with skills to share, may serve as project volunteers. Project volunteers must be certified 4-H volunteers. However, an adult must be available for insurance and liability purposes. A project volunteer should have:

- An interest in youth and an understanding of how they grow.
- An appreciation of informal education and a desire to help youth learn by doing.
- Time and energy to devote to the project, a desire to continue learning in the project areas.
- Knowledge of the subject matter and/or a willingness to attend training.
- The ability to share decision-making and responsibilities with youth.
- The willingness to maintain relationships with parents.
- Enthusiasm, patience, understanding.
- A commitment to 4-H YDP mission and core values.

### **Duties of a Project Volunteer**

The 4-H YDP Project Volunteer works with the unit leadership team, to plan for the unit and to keep the unit informed of the activities of the project group. This is accomplished by:

- Assisting with enrollment, interpreting the project to potential members.
- Organizing the enrollees in a project group.
- Conducting a minimum of 6 hours of instruction or 5-7 project group meetings, workshops, tours or field trips.
- Involving experienced junior/teen leaders in teaching.
- Encouraging parents/guardians to provide appropriate project support at home.
- Giving individual support as needed to project members.

- Helping members establish goals and plan for their project work.
- Planning a sequence of learning experiences so that the project appeals to beginners and more advanced learners.
- Working with members with regard to records, demonstrations, exhibits or other project-related activities.
- Encouraging members to complete project work as planned.
- Helping members evaluate their progress in project area.
- Providing recognition for the accomplishments of each member.
- Participating in project volunteer training offered by county, section or state.
- Helping project members know the requirements for exhibiting.
- Supporting project members as they prepare their exhibit.
- Working with a unit leadership team to make arrangements for a 4-H member to attend county, sectional, or state events.

### **Relationships**

The 4-H YDP project volunteer accomplishes tasks by working with:

- Members enrolled in the project.
- Parents/guardians of members enrolled in the project.
- Experienced junior/teen leaders and/or resource persons from the community.
- The leadership team of the unit.
- The county 4-H YDP staff and/or county project volunteer.

### **Time Required**

The 4-H YDP project volunteer allows sufficient time for:

- Project meetings planned by the group (minimum six hours of instruction).
- Special project activities, home visits, tours, achievement day, county fair, etc.
- Attendance at training sessions.
- Organizing and planning with the unit leadership team.

### **Resource Available**

The 4-H YDP project volunteer will receive:

- Support and assistance from experienced project members.
- Support and assistance from retiring project volunteers, county project volunteers or county 4-H YDP staff
- Support and assistance from parents/guardians of project members and from the unit leadership team.
- County or area project training sessions.
- Members' manuals, leaders' guides and other printed and audiovisual materials from Cooperative Extension and other sources.

## **Rewards**

The 4-H YDP project volunteer may experience the:

- Satisfaction of watching youth learn and grow.
- Respect and friendship of project members and junior/teen leaders.
- Respect and gratitude of parents/guardians and community.
- Recognition of accomplishments by unit and county.
- Opportunity for continued personal growth and learning.
- Opportunity for increasingly responsible leadership roles.
- Out-of-pocket expenses may be deductible from income tax.

## **Length of Commitment**

- One year, negotiable annually.