



Assistant Enrollment Coordinator Position Description

Requirements:

- Must be an enrolled 4-H leader
- Agree to a 1 year commitment

I agree to perform the following duties:

- Must be an enrolled 4-H Leader
- Agree to a 1 year commitment
- Make sure all youth and leaders are entered in online system, with correct contact information
- Ensure all youth participating in Spring Show are entered in the system and enrolled in correct projects prior to December 1
- Attend annual enrollment training when provided
- Attend monthly club meetings
- Answer questions and help guide the enrollment process by club members and leaders

In return, I will receive the following:

- Access to audio visual material and equipment, as well as library resources and project kits, are available for use on a reservation and check-out basis
- Annual county-wide education activities
- County-wide information emails listing events, deadlines, and information relevant to ongoing club planning
- Support in the form of consultations, club visits, and trainings are available from the county 4-H staff

Club Name: _____

Print Name: _____

Signature: _____ Date: _____