



**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**

# 4-H Committee Member

## Volunteer Position Description



All South Dakota 4-H volunteers must complete the volunteer screening process, background check and training requirements. 4-H volunteers are committed in working in partnership with SDSU Extension to ensure a positive youth development environment and successful 4-H Program. All volunteers will support the positive growth and development of all youth in accordance with Title VI of the Civil Rights Act, Title IX of the Educational Amendments, and the Americans with Disabilities Act of 1990. Volunteers will follow all civil rights policies set forth by the South Dakota Board of Regents, South Dakota State University, and SDSU Extension. 4-H volunteers will follow all guidelines and policies of SDSU Extension, South Dakota 4-H, and county 4-H programs.

### **Purpose:**

- Serve as representative for 4-H parents/volunteers to specific project and event (county or state) committee
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities
- Assist in planning and coordination of 4-H events

### **Time Required:**

- One-two 4-H program year(s), October 1-September 30
- 1-2 hours monthly, (dependent on committee type and associated events)

### **Qualifications:**

- Active status as a certified volunteer with SDSU Extension and South Dakota 4-H.
- The ability to motivate parents and volunteers to assume leadership roles and work with minimal supervision from SD 4-H volunteers.
- A firm understanding of SD 4-H program structure, project deadlines, guidelines, and policies.

### **Responsibilities:**

- Conduct yourself in a responsible manner and serve as a positive role model.
- Attend all committee meetings.
- Promote favorable public relations and image for SD 4-H youth development program.
- Help analyze the needs and interest of SD 4-H youth, parents, and volunteers.
- Inform 4-H professionals of training needs for member or volunteers, resources needed to solve specific problems and/or concerns, and any other important information.
- Assist with planning, conducting, evaluating, and recommending education experiences, methods, and programs that meet the needs and interests of youth.

- Identify community resources and connections to conduct, promote, and expand the 4-H project area.
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experience for youth.
- Welcome parent and member ideas, interests, and participation at all 4-H activities.
- Provide feedback for members, letting them know when they need to improve and praising for any progress they make

**This role is ideal for people who have:**

- Strong organizational skills
- Excellent written and oral communication skills.
- An ability to communicate effectively with youth, parents, and other adult volunteers and staff.
- A sincere dedication to young people and also sensitive to their abilities and needs.
- A specialized area of expertise.

**SDSU Extension and South Dakota 4-H agree to:**

- Provide training opportunities that will help volunteer meet the needs of members, leaders, and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters, and other resource materials.
- Have professionals available to listen to leaders' ideas to help improve the 4-H program.
- Provide appropriate recognition and awards to leaders.

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Printed Name

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Signature

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Date

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