



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:

- Plan, coordinate, and create club experiences.
- Serve as a liaison between the county 4-H office/ SDSU Extension Youth Program Advisor and 4-H members, their parents, and other volunteers regarding local 4-H club activities.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.
- Mentor, assist, and advise 4-H members in the overall management of the 4-H group.

Time Required:

- One 4-H program year, October 1-September 30
- 4-6 hours monthly (dependent on club size and activities)

Qualifications:

- Active status as a certified volunteer with SDSU Extension and South Dakota 4-H.
- Firm understanding of SD 4-H program structure, calendar year, guidelines, polices, etc.
- The ability to motivate parents and other volunteers to assume leadership roles and work with minimal supervision from SD 4-H professionals.

Responsibilities:

- Conduct yourself in a responsible manner and serve as a positive role model.
- Serve as the primary contact person for the club with county 4-H staff, initiating in regular communication with county SDSU Extension 4-H Youth Program Advisor and 4-H staff.
- Set-up communication processes to share information among 4-H club families and volunteers.
- Recruit and coordinate a team of adult volunteers and supporters who help youth plan 4-H club activities. Including: regular meetings, social events, community service projects, contest, and fundraising events.

- Identify community resource contacts for club educational programs. Help plan and implement learning experiences with members and families.
- Recruit new members and recognize graduating members.
- Acknowledge accomplishments of 4-H volunteers and members.
- Prepare youth to elect, install, and support youth officers to lead club meetings. Assist in preparing meeting agendas, parliamentary procedure, learning skills, and carrying out other duties.
- Encourage and assist with members with record keeping, demonstrations, and exhibits.
- Participate in volunteer development opportunities and encourage others to participate as well.
- Work with county 4-H professionals to manage online 4-h member and volunteer enrollment
- Share responsibilities among club families.
- Be aware of all 4-H project areas, help members select projects, and encourage parents to support their child's project work.
- Read 4-H newsletters and information from county and state 4-H offices and keep members, parents, and other leaders informed.

This role is ideal for people who have:

- An interest in teaching and sharing knowledge and skills with youth and adults.
- An interest in working with other volunteers and professional staff.
- An ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership.
- Excellent written and oral communication skills.
- Strong organizational skills.
- An ability to communicate effectively with youth, parents, and other adult volunteers and staff.

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.

Printed Name	Signature	Date
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