



# **Volunteer Position Description**

## **4-H Food Stand Support**

4-H volunteers are committed to 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:**

- To support youth in a food stand or concession stand fundraiser.
- Ensure safety and success in a food stand/concession stand event.

### **Time Required:**

- May vary by event (State, County or Club Specific)

### **Qualifications:**

- Strong interest, experience and/or knowledge of fundraising.
- Basic knowledge of record keeping.
- Ability to work independently, with Extension staff, youth members and adult volunteers.
- Strong organizational skills and attention to detail.
- Willingness to follow established guidelines for 4-H fundraisers.
- South Dakota 4-H Handbook training may be required.

### **Responsibilities:**

- Create and maintain a safe environment that fosters positive youth development.
- Greet customers and provide excellent customer service.
- Develop age-appropriate opportunities for youth and adults to participate and meet the goals of the fundraiser.
- Sharing knowledge and skills related to food safety, financial management, and customer service skills.
- Assist youth to be beyond ready to be their full, authentic selves both now and in the future. Help equip youth with skills for the future while meeting them where they are today.
- Operating the cash register and processing payment.
- Maintain cleanliness and sanitary standards in the concession area.
- Assist in setting up and closing the concession stand
- Recruit additional adult and youth volunteers as needed.
- Abiding by local health and safety regulations. Leadership and management positions may require a willingness to complete local inspection.

## Benefits

- Personal skill development through supporting youth and volunteers while contributing to the 4-H organization, including: managing and allocating funds, leadership, strengthening communication skills, and gaining confidence.
- The opportunity to directly work with youth and volunteers; observe them succeeding.
- Opportunity to build new relationships and strengthen community ties.
- Satisfaction of contributing to the positive development of youth, families, and community through fund development.

## SDSU Extension and South Dakota 4-H Agree to:

- Provide training opportunities and resources to help volunteer meet their needs.
- Brief volunteer event orientation, including logistics, positive youth development and risk management considerations, event schedule, and other state specific requirements.
- 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

*First Adopted June 1, 2025\**

*\*Based on the North Central Region 4-H Volunteer Impact Study conducted by the NCR Volunteer Extension Specialists and Evaluation specialists from MN and WI in January of 2024.*