



# **Volunteer Position Description**

## **4-H Workshop or Clinic Planner**

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:**

- Coordinate an educational workshop or clinic that supports and nurtures the sparks in participants both youth and adults.
- Pull together content experts to teach workshop/clinic information for youth and adults.
- Promote presenters leading participants through an interactive educational experience in a mutually shared area of interest to foster youth and adult spark in the topic.

### **Time Required:**

- Varies by workshop or clinic. Might be a single timeframe, 1-6 hours, or coordinating a series of educational workshops with shorter time frames.

### **Qualifications:**

- Strong interest and experience in workshop planning coordination.
- Ability to oversee educational design and implement successful workshops.
- Possess strong organizational skills with attention to detail.
- Effective written and verbal communication skills.
- Willingness to follow established guidelines for events and vendors.
- Experience in managing budgets and tracking expenses.
- Ability to remain calm and maintain a customer service mindset.
- South Dakota 4-H Handbook training may be required.

### **Responsibilities:**

- Create and maintain a safe environment that fosters positive youth development.
- Book venue, schedule guests, secure vendors, and handle day of logistics. Create a workshop specific checklist. (see Event Checklist template).
- Develop age-appropriate activities to meet the goals of the program or workshop.
- Coordinate sharing knowledge and skills in mutual areas of interest with youth such as: animal science, outdoor skills, woodworking, welding, family consumer science, the arts, shooting sports, etc.
- 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.

- Communicate with Extension professionals to ensure all University and 4-H Youth Development Program policies, procedures, forms, etc. are completed and followed
- Keep club members, leaders, and parent/caregivers informed of county programs, events and activities, as well as 4-H Youth Development program and land-grant university policies and procedures.
- Communicate appreciation to and recognition of the people who have contributed to the club's success.
- Maintain open communication with youth, adult volunteers, and parents/caregivers.

### Benefits

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

### 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.*

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S-0054-14