

INDIANA 4-H: SUPPORTING NEW 4-H FAMILIES VOLUNTEER ROLE DESCRIPTION



PURPOSE

- Make sure new 4-H families are welcomed, develop a sense of belonging and have questions answered in their first program year/cycle in the 4-H club.

TIME REQUIRED

- Up to one year commitment. Time will vary depending on families' needs, time of the year, and club commitments. Some face-to-face visits may be needed, along with phone calls and emails.

ROLE OPTIONS AND RESPONSIBILITIES:

Mentor Family <u>OR</u> New Family Navigator (individual volunteer) Responsibilities:	Welcome Committee Responsibilities:
<ul style="list-style-type: none"> • Build positive relationships with new 4-H families and maintain regular contact to answer questions, provide explanations, and provide assurance to new 4-H families in their first year of 4-H. • Understand interests and needs of 4-H members and their families to direct them to possible learning and leadership opportunities. Communicate interests and needs of new families with club leaders. • Help new families understand the program calendar, including due dates, policies, and rules associated with events. • Assist the 4-H members and families in building relationships with other club members. Sit with the new families at 4-H meetings. • Help ensure that the ideas of new families are heard and considered in the 4-H club. • Encourage continued involvement in 4-H beyond years 1 and 2. • Keep accurate and up-to-date documentation/informational notes regarding contacts/visits. • Work with 4-H staff to develop a list of resources to support members and families and evaluate experience. 	<ul style="list-style-type: none"> • Help youth and families develop a sense of belonging through: <ul style="list-style-type: none"> ○ Structured opportunities to get to know each other (e.g., teambuilding activities, introductions, personal updates, welcome new group members, icebreakers, group activities). ○ Ways youth identify with the group (e.g., shared traditions like 4-H pledges, roll call; group t-shirts) ○ Organize ways (e.g., group presentations, sharing time, celebration, exhibitions, presentations) to acknowledge the efforts of youth. • Plan an orientation on the club and on 4-H for new members and families. <ul style="list-style-type: none"> ○ Help new families understand the program calendar, including due dates, policies, and rules associated with events. ○ Maintain regular contact to answer questions, provide explanations, and provide assurance to new 4-H families in their first year of 4-H. • See that someone from the Welcome Committee arrives at least 15 minutes before each meeting to greet current and new members. Sit with new members.

	<ul style="list-style-type: none"> ● Introduce new members and guests at meetings. ● Help ensure that the ideas of new families are heard and considered in the 4-H club. ● Encourage continued involvement in 4-H beyond years 1 and 2. ● Work with 4-H staff to develop a list of resources to support members and families and evaluate experience.
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THIS ROLE IS IDEAL FOR AN INDIVIDUAL/FAMILY WITH:

- An enthusiastic and motivating attitude.
- Strong commitment to the 4-H program and to new families’ success and continued involvement.
- Strong organizational, time management, and communication (oral and written) skills.
- Personal experience in working through the 4-H system, especially as a 4-H Project and/or Organizational Volunteer.

BENEFITS

- Help families new to 4-H to have an enjoyable experience and a successful year 1 and/or year 2 in 4-H.
- Build positive relationships.
- Further develop personal organizational, leadership, time management and communication skills.
- Gain educational training in other areas of interest.
- Contribute to the vibrancy of the 4-H club.

TRAINING AND SUPPORT PLAN

- Volunteers will receive “Welcoming and Supporting New 4-H Families” conversation guide, training, and support from Extension staff or a club coordinator. They will also receive tools to guide conversations with new families.

Role Description: Club New 4-H Families Coordinator

Purpose

Coordinate the club's efforts to make sure new 4-H families are welcomed, develop a sense of belonging, and have questions answered in their first 4-H program year/cycle.

Responsibilities

- Help 4-H club *select* at least one of the models to support new 4-H families:
 - **New Family Navigator:** A volunteer will provide support to 4-H members and their families.
 - **Mentor Family:** Experienced 4-H family will develop a mentor relationship with a new 4-H family.
 - **Welcome Committee:** A group of youth and adults to develop a welcoming environment that leads to positive connections between all club members and families.
- After the club selects the model and recruits volunteer(s), *connect* with volunteers to go over responsibilities and conversation guide (provided). This may be individual consultation or a group meeting.
- *Check-in* with club volunteers 2-3 times during the program cycle to see if they have questions, barriers to fulfilling their responsibilities, ideas for improvement, etc.
- Serve as a *liaison* with local 4-H program staff on the effectiveness of welcoming and supporting new 4-H families.

Time Required

- Up to one year commitment for the club. Time will vary based on the number of club volunteers. Some face-to-face visits may be needed, along with phone calls and emails.

This Role is Ideal for an Individual with:

- An enthusiastic and motivating attitude.
- Strong commitment to the 4-H program and to new families' success and continued involvement.
- Strong organizational, time management, and communication (oral and written) skills.
- Personal experience in working through the 4-H system, especially as a 4-H Project and/or Organizational Volunteer.

Benefits

- Help families new to 4-H to have an enjoyable experience and a successful year.
- Build positive relationships.
- Further develop personal organizational, leadership, time management and communication skills.