



4-H VOLUNTEER ROLE TEMPLATE

(See Sample)

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ Identify the actual role title. Remember that “volunteer” is a salary classification and not a role title.

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Estimate the total time required for preparation, meetings, orientation, education, and actual volunteering efforts. The amount of time required per day, week, or month and the duration or length of commitment should be included. (e.g. “Approximately four hours per week from March through August.”)

LOCATION:

- ◆ Identify the location(s) where volunteering will occur. Include training sites, meeting locations, work out of home, office, or as arranged, etc.

PURPOSE:

- ◆ Outline the overall purpose of this volunteer role. This includes a general statement of what a volunteer in this role should accomplish.

RESPONSIBILITIES:

- ◆ Inventory all of the duties that a volunteer in this role will be expected to perform. These are generally listed as bullets.

QUALIFICATIONS:

- ◆ Identify the specific skills, talents, interests and abilities which are necessary for a volunteer in this role to be successful. These *could* include level of education, an interest in a specific subject matter area, a desire to work with youth, organizational skills, flexibility, computer skills, access to transportation, access to a telephone, etc. These are listed as bullets.
- ◆ Include the following statement: “Must complete the Purdue 4-H volunteer application and screening process and be accepted as a volunteer.”

RESOURCES AVAILABLE:

- ◆ See samples.

TRAINING / ORIENTATION PROVIDED:

- ◆ See samples

CONTACT PERSON:

- ◆ Include name of county Extension educator responsible and accountable for this role. Include:
 - ◆ Name
 - ◆ Title
 - ◆ Address
 - ◆ Phone
 - ◆ Fax
 - ◆ E-mail

BENEFITS TO THE VOLUNTEER:

- ◆ List the benefits provided. These could include educational resources and curriculum, including leader's guides; educational or training opportunities at the county, area, state and regional levels; access to Extension computers or copiers; the opportunity to schedule meetings at the Extension Office, etc.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H CLUB ORGANIZATIONAL VOLUNTEER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ 4-H Club Organizational Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ One to two hours per week for 1 year.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Serve as the primary communication link between the county Extension office/county 4-H professional and the club. Secure club organization materials from the county Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the county Extension office.
- ◆ Provide the county Extension office with a copy of the current club constitution and club programs.
- ◆ Hold regular, interesting, and informative club meetings.
- ◆ Ensure adequate adult supervision at all club functions.
- ◆ Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
- ◆ Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- ◆ Maintain appropriate communications with, and coordinate the contributions of, other club leaders.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.

- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other leaders informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- ◆ Provide training opportunities that will help the 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

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H CLUB PROJECT VOLUNTEER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ 4-H Club Project Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ March to mid-July.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Assist club members in all 4-H project-related areas.
- ◆ Be aware of projects available and help individual members select appropriate projects.
- ◆ Encourage parents to support their child's project work, but not to do the work for them.
- ◆ Coordinate and conduct educational club activities related to assigned project areas (for example: project meetings/work sessions; demonstrations/talks by members, leaders, or others related to project areas; educational tours to expand project knowledge; home visits to check on progress of members' projects; etc.).
- ◆ Make sure members are progressing with their projects during the year.
- ◆ Advise the club organizational leader regarding members' project completion.
- ◆ Assist members who wish to exhibit projects at fairs by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, proper preparations of exhibit items or animals, and proper exhibit care during fair.
- ◆ Maintain open communication with the club organizational leader. Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.

- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in working with 4-H members regarding one or more 4-H project areas.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- ◆ Provide training opportunities that will help the 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

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H () COMMITTEE MEMBER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ Committee Member

RESPONSIBILITIES:

- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- ◆ Attend all committee meetings.
- ◆ Secure material resources as needed to conduct, promote, and expand the 4-H program.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Praise members for the progress they make.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.

- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- ◆ Provide training opportunities that will help the 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 volunteers' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to volunteers

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the commit

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H COUNCIL MEMBER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ 4-H Council Member

RESPONSIBILITIES

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed to young people and their growth in all areas.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- ◆ Attend all committee meetings.
- ◆ Secure material resources as needed to conduct, promote, and expand the 4-H program.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to organize information and make decisions.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ A sincere interest in working with youth, other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- ◆ Provide training opportunities that will help the volunteer fulfill his/her responsibilities as a 4-H Council member
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- ◆ Have professionals available to listen to volunteers' ideas to help improve the 4-H program
- ◆ Provide appropriate recognition and awards to volunteers

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the committee.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



JUNIOR LEADER ADVISOR

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ Junior Leader Advisor

RESPONSIBILITIES:

- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Promote favorable public relations and image for 4-H program.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Assist Junior Leader officers with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of members.
- ◆ Attend Junior Leader meetings and activities.
- ◆ Secure material resources as needed to conduct, promote, and expand the Junior Leader program.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

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

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Describe the committee level...club, community, area, county, area, state, regional, or national and the geographic location of the committee.

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H SCHOOL ENRICHMENT VOLUNTEER

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ 4-H School Enrichment Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Two hours per week, October – May.

PURPOSE:

- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Guide members in 4-H educational activities as the classroom teacher or as a resource volunteer in the classroom setting.
- ◆ Provide necessary enrollment information.
- ◆ Advise 4-H school enrichment members regarding their contributions and participation in 4-H activities.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members and parents' interest and participation.
- ◆ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ◆ Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other volunteers informed.
- ◆ Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ◆ Praise members for the progress they make.

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer (*if applicable*).
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in both verbal and written forms.
- ◆ The ability to motivate parents and other volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

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

CONTACT PERSON:

- ◆ Give name, address, and telephone number of county Extension 4-H salaried or volunteer staff who will be the volunteer's mentor/supervisor.

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalared; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



VOLUNTEER HOST FAMILY FOR 4-H INTERNATIONAL PROGRAMS

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ Volunteer Host Family for 4-H International Programs

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Approximately one month during the months of July and August. Prior to this, families should attend a 2-4 hour Host Family Orientation Session that is typically held in the host family's county or region.

PURPOSE:

- ◆ To facilitate understanding and appreciation of other cultures by hosting an exchange student.

RESPONSIBILITIES:

- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Attend host family orientation session as required.
- ◆ Welcome an international student into your home for the one month homestay experience.
- ◆ Host only one international student in your home during homestay. Families who host through 4-H International Programs should not host students from other exchange organizations during the one-month homestay.
- ◆ Travel to designated locations to pick up and return the delegate. If activities are planned by the County Coordinator or local Extension Educator throughout the homestay, make every effort to attend.
- ◆ Show enthusiasm and interest in learning about other cultures.
- ◆ Have a child of the same gender and approximate age as the International delegate. Up to a two-year age difference is usually acceptable, but exceptions may be made if determined appropriate by the International Program Coordinator.
- ◆ Accept the delegate as a family member.
- ◆ Do everything possible to make the delegate feel at home and comfortable in his/her surroundings.
- ◆ Provide room and meals, including family meals and lodging outside of the home if the family travels.
- ◆ Inform the delegate of the family's rules and any responsibilities, including chores, that he/she may have.
- ◆ Provide a room (private or shared), with his/her own bed.
- ◆ If both host parents work, the delegate should be under responsible adult supervision.
- ◆ Practice and encourage spoken and written English with the exchangee.

- ◆ Write to the exchangee in their country before the exchange begins. Provide the delegate with information about your family, home, summer plans, etc. before he/she arrives.
- ◆ Communicate any problems or concerns to the County and/or State Coordinators and International chaperones.
- ◆ Follow the proper channels of communication, including completing evaluation tools as requested by the State Coordinator.
- ◆ Facilitate the student's participation in 4-H activities and events when available.
- ◆ Write to the participant's family to confirm arrival, and maintain periodic correspondence as needed throughout the program.
- ◆ Notify the State Coordinator and local County Coordinator if you will be traveling away from home, providing a phone number where you can be reached in case of emergency.
- ◆ Ensure that the student obeys all local, state, and federal laws during their homestay.
- ◆ Consult the Host Family Handbook for other guidelines, regulations, and information that you may need.

QUALIFICATIONS:

- ◆ Complete a Host Family Application form and Screening process. Applications are available from the Purdue University 4-H Department or your local Extension Office.
- ◆ Welcome the International County Coordinator into your home for an interview.
- ◆ Read and sign the Adult Behavioral Expectation form that will be provided to you.
- ◆ Have an interest in and a willingness to learn about individuals from other cultures.
- ◆ Provide a quality home environment for the exchangee
- ◆ Welcome the student into your home and treat his/her as your own

RESOURCES AVAILABLE:

Purdue University Extension agrees to:

- ◆ Provide families with Host Family Handbook and appropriate language guides.
- ◆ Provide host family training materials to Extension Educators and County Coordinators so that they may conduct orientations.
- ◆ Assist with any challenges that may arise during the homestay.

CONTACT PERSON:

International Program Coordinator
 Purdue University
 1161 Agriculture Administration Building
 West Lafayette, IN 47907-1161
 (765) 494-8433

SALARY:

- ◆ Unsalariated; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



4-H SPARK Club Volunteer

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ 4-H SPARK Club Volunteer

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Six hours of contact time with youth at the designated SPARK Club meeting times
- ◆ Additional planning time as necessary and required for a successful SPARK Club experience

LOCATION:

- ◆ SPARK Clubs can take place at any ADA Compliant public location
- ◆ SPARK Club volunteers will work with the 4-H Youth Educator on securing a location
- ◆ Proof of liability insurance may be obtained from Purdue University

PURPOSE:

- ◆ The purpose of a 4-H SPARK Club volunteer is to provide youth in grades 3-12 with a unique, single focus educational experience. SPARK Club experiences last at least six hours and include a culminating activity to showcase what was learned.

RESPONSIBILITIES:

- ◆ Attend New 4-H Volunteer Orientation, Essential Elements of Positive Youth Development
- ◆ Assist with planning the SPARK Club experience
- ◆ Notify 4-H Youth Educator of resources and materials needed to conduct the SPARK Club experience
- ◆ Follow all 4-H guidelines and policies of Purdue Extension, State 4-H Program, and County 4-H Program
- ◆ Be committed to young people and their growth in all areas
- ◆ Promote favorable public relations and image for the 4-H program
- ◆ Be dedicated to young people and sensitive to their abilities and needs

QUALIFICATIONS:

- ◆ Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer
- ◆ Must complete the Purdue University “Youth Safety and Reporting Child Abuse” training
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of Purdue Extension, State 4-H Program, and County 4-H Program

- ◆ A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting
- ◆ The ability to organize information and materials
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting

RESOURCES AVAILABLE:

- ◆ Purdue Extension agrees to:
 - ◆ Provide training opportunities that will help the volunteer meet the needs of members
 - ◆ Provide appropriate resources and materials needed to conduct the SPARK Club experience
 - ◆ Have professionals available to listen to volunteers' ideas to help improve the 4-H program

TRAINING / ORIENTATION PROVIDED:

- ◆ New 4-H Volunteer Orientation, Essential Elements of Positive Youth Development

CONTACT PERSON:

- ◆ Include name of county Extension educator responsible and accountable for this role. Include:
 - ◆ Name
 - ◆ Title
 - ◆ Address
 - ◆ Phone
 - ◆ Fax
 - ◆ E-mail

BENEFITS TO THE VOLUNTEER:

- ◆ You make a difference in the community when you volunteer.
- ◆ Volunteering with 4-H connects you to a new community of friends.
- ◆ Volunteering can help you learn and gain new skills.
- ◆ Through volunteering, you can challenge yourself to try something new.
- ◆ Volunteering is fun and allows you to share your passions with others!

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date



County 4-H Shooting Sports Coordinator

VOLUNTEER ROLE DESCRIPTION

Indiana 4-H Youth Development Program
Purdue Cooperative Extension Service

ROLE TITLE:

- ◆ County 4-H Shooting Sports Coordinator

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Each 4-H Volunteer is appointed to a volunteer role on an annual basis.
- ◆ The 4-H Program year begins annually on October 1.
- ◆ Estimate the total time required for preparation, meetings, orientation, education, and actual volunteering efforts. The amount of time required per day, week, or month and the duration or length of commitment should be included. (e.g. “Approximately four hours per week from March through August.”)

LOCATION:

- ◆ Identify the location(s) where volunteering will occur. Include training sites, meeting locations, work out of home, office, or as arranged, etc.

PURPOSE:

- ◆ The 4-H Shooting Sports Coordinator is responsible for the overall coordination and management of the county 4-H Shooting Sports program, under the guidance of the County 4-H Extension Educator.

RESPONSIBILITIES:

- ◆ Coordinate planning and delivery of the county 4-H Shooting Sports program, working in cooperation with the 4-H Extension Educator.
- ◆ Schedule trainings, meetings, tours and service projects.
- ◆ Ensure each 4-H Shooting Sports program is adequately supervised, follows all safety guidelines, and delivers a program based on positive youth development principles.
- ◆ Take steps to ensure that each 4-H member feels like they belong to the group.
- ◆ Communicate plans with members, parents, instructors, volunteers and 4-H Extension Educator.
- ◆ Recruit and supervise instructors and volunteers (adults/teens), who have been screened and approved to work with the program by the 4-H Extension Educator.
- ◆ Maintain an accurate list of 4-H members and Adult 4-H Volunteers in the 4-H Shooting Sports Program. Compare these lists with those in the County Extension Office on a regular basis.
- ◆ Maintain current range plans for each location where 4-H Shooting Sports activities are held. Provide copy of each range plan to the County Extension Office

- ◆ Maintain a current inventory list of all firearms and archery equipment, ammunition, etc., and estimated values. Provide a copy of the inventory list and values to the County Extension Office
- ◆ Develop resources such as cash, equipment and use of facilities, using the 4-H Name & Emblem appropriately.
- ◆ Complete, or oversee the completion of, the annual financial report of 4-H Shooting Sports activities to the 4-H Extension Educator and the annual Form 990 filing with the IRS by May 15.
- ◆ Promote the 4-H Shooting Sports program using a variety of media.
- ◆ Liaison with the local 4-H advisory committee and the 4-H Extension Educator.

QUALIFICATIONS:

- ◆ Complete the Purdue 4-H Volunteer application and screening process and be accepted as a volunteer.
- ◆ Annually re-enroll as a Purdue 4-H Volunteer.
- ◆ Complete the State 4-H Shooting Sports Coordinator Certification offered through the State 4-H Office and Indiana Department of Natural Resources (offered annually in the fall).
- ◆ Complete the online recertification process for 4-H Shooting Sports Coordinators every 5 years.
- ◆ Ability to work with adults and delegate responsibility.
- ◆ Interest in the positive development of youth.
- ◆ Previous leadership experience.
- ◆ Organization, management, communication, public relations and marketing skills.
- ◆ Experience with networking and collaborating.
- ◆ Knowledge of overall 4-H Program mission, vision, and activities.
- ◆ Moral standards consistent with the 4-H Program philosophy.

RESOURCES AVAILABLE:

- ◆ Include items such as approved ranges, financial account, approved 4-H Volunteers, assistance from County Extension Office and 4-H Extension Educator, etc.

TRAINING / ORIENTATION PROVIDED:

- ◆ State 4-H Shooting Sports Coordinator certification workshop
- ◆ State 4-H Shooting Sports Coordinator recertification workshop
- ◆ Training provided by the County 4-H Extension Educator

CONTACT PERSON:

- ◆ County 4-H Extension Educator
- ◆ Name
- ◆ Title
- ◆ Address
- ◆ Phone
- ◆ Fax
- ◆ E-mail

BENEFITS TO THE VOLUNTEER:

- ◆ Educational resources, curriculum, and training at the county, area, and state levels
- ◆ Access to Extension Office computers or copiers (as agreed upon)
- ◆
- ◆ Opportunity to build personal and professional skills
- ◆ Interaction with youth and adults who share an interest in shooting sports
- ◆ Pleasure of observing, and having a hand in, the positive development of 4-H members into productive adults who make a positive contribution to society

SALARY:

- ◆ Unsalaries; Volunteer.

Signature of 4-H Volunteer

Date

Signature of 4-H Extension Educator

Date