

## **Job Description**

**Title of Position:** 4-H ATV (All Terrain Vehicles) Safety Program Coordinator

### **Purpose:**

- Offer workshops and resources to help address ATV safety issues in our community.

### **Responsibilities:**

- Offer workshops to make youth aware of ATV safety issues.
- Identify resources – place training could be held, local sponsors, etc.
- Develop a plan for local ATV safety programs.

### **Skill/Knowledge/Experience Needed:**

- Skilled in ATV use, safety and mechanics.
- Have patience and care about 4-H Youth.

### **Time Required:**

- 2 workshop/year – 6 hours
- 3-4 hours/month – aid 4-H members in identifying local safety initiatives in their community.

### **Benefits:**

- Youth acquire ATV safety skills.
- Youth and adults develop a plan to implement safety programs at their local levels.

### **Expectations of Position:**

- Volunteer will see that workshop time will be dedicated to youth education on ATV Safety.
- Volunteer will aid in developing a plan for local ATV safety programs.
- Volunteer to complete at least 2 workshops within a nine month period.

## **Job Description**

**Title of Position:** 4-H Project Club Leader

### **Purpose:**

- Help 4-H members learn life skills.
- Help 4-H members obtain their goals.
- Serve as a positive role model, and
- Complete a parish Volunteer Form.

### **Responsibilities:**

- Understand the ages and stages of youth development.
- Organize learning experiences.
- Complete a minimum of *eight* hours of teaching/contact time with 4-H members – the equivalent of 4 project club workshops.
- Report to the Parish Volunteer Coordinator or the 4-H Youth Agent about the completion of project requirements.
- Identify community service opportunities in the project club area.
- Insure safety of 4-H members.

### **Skills/Knowledge/Experience Needed**

- Have patience to help 4-H members set and achieve their goals.
- Care about 4-H members and the overall program.

### **Time Required:**

- 2-3 hours/week

### **Benefits:**

- 4-H members will gain life skills.
- 4-H members will gain self confidence by meeting their personal goals.

### **Expectations of Position:**

- Develop a meaningful relationship with 4-H members.
- Complete at least eight hours of teaching/contact with 4-H youth within a project area.

## **Job Description**

**Title Position:** 4-H Volunteer Coordinator

### **Purpose:**

- Recruit and train volunteers that will create a safe and positive environment for Parish 4-H members.
- Provide a link between volunteers and salaried staff.

### **Responsibilities:**

- Ensuring that all volunteers have read, signed and understand leader policies, which are printed and distributed by the LSU Agricultural Center.
- Form a Volunteer Personnel Committee.
- Insure confidentiality on all information on the volunteer enrollment card.
- Identify volunteer needs.
- Insure equal access to all potential volunteers.
- Aid in securing project leaders to teach the subject matter in selected 4-H project areas.
- Evaluate volunteers on an annual basis.

### **Skills/Knowledge/Experience Needed**

- Have knowledge of and interest in youth.
- Be able to perform necessary leadership functions.
- Know how to encourage leadership from both volunteers and members.
- Be familiar with community resources and availability.

### **Time Required**

- 6-8 hours/week

### **Benefits**

- Recruit more volunteers to contact more youth.
- Better trained volunteers that will create a safer and more positive environment for Parish 4-H members.

- Volunteers become more involved in the structuring of the organization.

**Expectations of Position**

- For volunteers to better understand 4-H as an organization and take an active role in the decision making process.
- Through the Volunteer Coordinator our organization would create an atmosphere where more volunteers would want to devote their time to the organization.
- The Volunteer Coordinator would act as a consultant for other project leaders.