



# Committee Volunteer

## WA 4-H Volunteer Position Description

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**Position Title:** Committee Volunteer

**Purpose:**

- Provide leadership for a committee **and/or** participate as a member of a committee
- Create educational experiences for all youth engaged in the program
- To work with youth and adult volunteers in offering a positive youth development experience for young people

**Responsibilities:**

1. Work together with other committee volunteers, community leaders, and 4-H Youth Development staff to develop an educational plan to meet program goals
  - Recruit adult and youth volunteers and resource people
  - Develop a budget for committee (if appropriate)
  - Provide committee reports
  - Evaluate work done by committee to ensure it aligns with program goals
2. Create and maintain a safe and welcoming environment that fosters positive youth development
3. Support youth voice by involving youth in decision-making
  - Encourage youth/adult partnerships
  - Involve youth leaders in teaching or leadership roles
4. Actively participate in committee meeting
5. Assist in identifying, locating, and obtaining community resources that relate to the program goals
  - Work with the community to build understanding and support of 4-H
6. Serve as primary contact person between the event/activity committee and the Youth Development Extension staff (applies to volunteers in charge of the committee)
7. Participate in volunteer training offered by county, region, or state
8. Ensure compliance with Extension and Washington State University 4-H Youth Development policies and procedures
  - Responsible for paperwork for events/activities related to the committee
9. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of Washington State University Extension

**Qualifications:**

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers

- Experience working with teams and creating capacity in others
- Organizational skills
- Enthusiasm, patience, and understanding
- Communication skills
  - Written and oral communication skills
  - Willingness to communicate with diverse groups of youth and adults
- Successful background check
- Enrolled as an active volunteer in 4HOnline

#### **Benefits:**

- Learn strategies to teach and lead effective meetings
- Opportunity to connect with community partners
- Develop personal and interpersonal communication skills
- Opportunity for personal growth
  - Increased confidence
  - Learn problem solving skills
  - Practice time management
- Potential to gain technical skills that are transferable to professional work environments
- Satisfaction of contributing to positive development of youth, families, and community

**Time Commitment:** Short term (until committee goal or purpose has been completed)

- Approximately 2-15 hours – depends on the committee responsibilities

#### **Resources Available:**

- Guidance and support from county 4-H Youth Development Staff
- **Websites:**
  - WSU 4-H Youth Development Website: <https://extension.wsu.edu/4h/>
  - 4-H National Headquarters: <https://www.nifa.usda.gov/grants/programs/4-h-positive-youth-development>
  - Shop 4-H: <https://shop4-h.org>

**Accountable to:** County 4-H Youth Development Staff and the Area Extension Director

*4-H teaches life skills that lead young people to become self-directing, positive, contributing members of our society. Extension programs are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.*