

**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:**

- Minimum of 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:**

- Virtually or at an 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:**

- Provide leadership for the Purdue Extension 4-H Program including educational opportunities in alignment with 4-H curriculum, sharing information about the Purdue Extension and representing Purdue Extension and the Indiana 4-H Program.
- Provide supervision of youth, volunteers and helpers at Purdue Extension 4-H programs and events.
- Provide youth in grades 3-12 with a unique single focus educational experience for at least a six-hour time frame (one or multiple sessions) with a culminating activity to showcase what was learned.

**RESPONSIBILITIES:**

- Represent Purdue Extension and the Indiana 4-H Program in a positive and professional manner.
- Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Communicate with assigned supervisor regularly. Report any concerns to assigned supervisor in a timely fashion.
- Provide supervision to meet leadership and supervision expectations at all times and venues.
- Create a safe and inclusive environment for all participants at all times.
- Adhere, communicate and enforce rules, policies and expectations with all youth and adults.
- Plan, organize, implement and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- Work and communicate with other 4-H adults as appropriate.
- Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- Maintain accurate records and share with 4-H Educator and others as appropriate.
- Plan, prepare and present the SPARK Club experience for youth in grades 3-12. May be in partnership with the county 4-H Educator. (role specific)
- **Additional duties as assigned by the County 4-H Educator (addendum to be executed by the County 4-H Educator if needed)**

## QUALIFICATIONS:

- Must be at least 21 years and at least 4 years older than the oldest youth participant.
  - Must work with at least one other volunteer that is an approved 4-H Volunteer and not a family member.
  - Must complete the 4-H Volunteer Process and be approved in 4-H Online before assuming volunteer duties including voting or making decisions.
    - Initial process includes volunteer enrollment in 4-H Online, online application, screening process with the 4-H Educator.
    - Annual process includes volunteer enrollment in 4-H Online, and review by the 4-H Educator.
- Any volunteer with more than a one-year lapse in service must go through the initial process.***
- Should be able to work with minimal supervision from professional staff.
  - Should be interested and able to teach and share knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
  - Should have a general knowledge and/or experience working with youth.
  - Should be able to work with other adult leaders.
  - Should be able to work and communicate effectively in both verbal and written forms.

## RESOURCES AVAILABLE:

- <https://extension.purdue.edu/4-H/about/policies-and-procedures/9-risk-management.html>
- <https://extension.purdue.edu/4-H/volunteer/resources-and-development/index.html>
- [extension.purdue.edu/4-H/docs/volunteer/resources-and-development/4-h-mentor-manual.pdf](https://extension.purdue.edu/4-H/docs/volunteer/resources-and-development/4-h-mentor-manual.pdf)

## TRAINING / ORIENTATION PROVIDED:

- New 4-H Volunteer Training (in 4-H Online during onboarding)
- Purdue Youth Protection Staff Training (in 4-H Online)
- 4-H Volunteer Orientation (by County)
- 4-H Volunteer Annual Training (in 4-H Online)
- Additional Training Opportunities (by County, State, etc.)

## CONTACT PERSON:

- Your direct supervisor is the county 4-H Extension Educator.  
[County Office Purdue Extension](#)

## BENEFITS TO THE VOLUNTEER:

- Being a part of an extended and supportive youth development community that includes Purdue University, Purdue University Extension, the Indiana State 4-H Office, county Extension Office, county 4-H Program, local clubs, volunteers, members, families, partners and supporters.
- Sense of pride and the feeling of impact for providing positive opportunities for youth.
- Spending quality time with youth and other adults, enjoying 4-H programming and providing acts of service.
- Networking and additional training opportunities.
- Potential training scholarship, grant opportunities, local resources and support.

## SALARY:

- Unsalared; Volunteer