

**VOLUNTEER ROLE DESCRIPTION**

Indiana 4-H Youth Development Program Purdue  
Cooperative Extension Service

**ROLE TITLE:**

- 4-H Subject Matter/Project Leader (superintendents/committee members/coaches)

**TIME REQUIRED / DURATION OF APPOINTMENT:**

- 1-2 hours a month. Additional time may be needed if hosting workshops, assisting with tag ins, helping with the county fair, contests or other events.

**LOCATION:**

- County based.

**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 knowledge, support and leadership to a specific subject matter or project as designated by the county 4-H Educator.

**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.
- Coordinate and conduct educational activities related to assigned subject matter/project areas (for example: project meetings/work sessions, demonstrations/talks at club meetings, etc.). (role specific)
- Support youth leadership and youth/adult partnerships by involving youth in brainstorming and decision making for subject matter/project areas events and activities. (role specific)
- Assist youth and communicate openly and transparently in all 4-H subject matter/project-related areas. (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 18 years old and not an enrolled 4-H member. ATV project leaders and superintendents must be at least 21 years old.
- 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 have knowledge and/or experience with the assigned subject matter/project area. (role specific)
- Should have a general knowledge and/or experience working with youth.
- Should be able to work with other adult leaders.

#### 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 trainings based on volunteer role (in 4-H Online or other i.e. ATV training for ATV project leaders)
- 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:

- Unsalaries; Volunteer