



## 4-H Ambassador Service Description

### Purpose

To plan and carry out training and supervision of members in the 4-H Ambassador Program as they carry out their projects.

**Term of Appointment:** One year term, renewable upon agreement of volunteer and County 4-H Educator. This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

**Time Required:** Approximately 10 hours per month with more during special projects.

**Accountability:** To work with supervision and direction from the Extension Educator to increase awareness of the county 4-H youth development program. Responsibilities are limited to the scope of the duties defined in this service description. Accountable to the County 4-H Educator. The goals as agreed upon are met as shown by Ambassador evaluations, reports of activity completion and contacts with outside groups.

### Responsibilities

- Maintain the standards of the 4-H Youth Development program by conducting oneself in a responsible manner.
- Maintain close contact with educator and county UNHCE office.
- Willingly share knowledge and involve youth and adults in program.
- Participate in appropriate training in order to keep up to date in current youth development trends.
- Welcome all youth, their families and other volunteers to participate in the program, regardless of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability and never discriminate on the basis of any of these attributes.

### Specific Tasks

- Follow all guidelines and policies of UNHCE4H and the county program and conduct activities in a safe and healthy manner.
- Plan and carry out training of 4-H Ambassadors, helping them develop a marketing plan that addresses multiple deliveries, increases their communication, leadership, planning, evaluation and community action skills.
- Work in partnership with youth to prepare schedule and meet monthly throughout the year
- Work as a youth/adult partnership team to develop a plan of action and supervise them as they implement their plan.

- Broaden awareness of 4-H Ambassador activities within the county through any of the following: 4-H newsletter, radio/TV PSAs, news releases, school or service club presentations, posters, personal contacts, volunteer web sites etc.
- Assist 4-H Educator with the selection process where appropriate and assigned.
- Network with non-4-H Groups and continue to develop and strengthen partnerships with county, district and state staff, government officials, donors, parents, volunteers, and other organizations.
- Know the guidelines for the use of the 4-H emblem in promoting the program.
- Update and review with county 4-H Educator within 3 months of end of project.
- Maintain and submit necessary reports in a timely manner including record of volunteer hours and duties performed and the activities of the ambassadors.

### **Qualifications**

- Belief in the importance of youth development and the need to provide young people with out of school learning opportunities, quality and caring leaders; Enthusiasm for 4-H and an interest in promoting the 4-H Program
- A sincere interest in working with youth to expand the 4-H program.
- A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of the University of NH Cooperative Extension and the NH and county 4-H program.
- The ability to work with minimal supervision but open communication with professional staff.
- The ability to motivate youth and adults to assume leadership positions.
- The ability to work tactfully and communicate effectively in verbal and written forms.
- The ability to organize information and materials and delegate responsibility.
- The ability to accept and follow through with responsibilities.
- Must have successfully completed the 4-H Adult Volunteer screening process and be currently enrolled
- Knowledge of, or willingness to learn about, UNH Cooperative Extension and the 4-H program, and volunteer opportunities.

### **Resources available**

- Orientation, training and support from county UNHCE office
- Assistance from other volunteers and staff
- 4-H and UNHCE risk management guidelines
- Ambassador notebook
- Marketing resource materials and access to audio visual media.

### **Benefits**

- Opportunity to learn, practice and improve personal skills.
- Personal satisfaction of providing an important service to and recognition from the community.
- Affiliation with UNH and interaction with professionals in the field.

- Expenses incurred and miles driven are tax deductible for volunteer service to Extension.
- Liability protection provided for volunteer service to Extension under RSA 508:17 (see below).

**UNH Cooperative Extension agrees to:**

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for Extension Staff to listen to middle manager's ideas
- Provide appropriate supervision, evaluation, and recognition.

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

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