



4-H Recruitment Service Description

Purpose

To work as part of a team to plan and carry out activities to recruit volunteers and members for the county 4-H Youth development program.

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 the fair, fall enrollment, and some other county events.

Accountability: To work with supervision and direction from the county 4-H staff and the County Advisory Council. Responsibilities are limited to the scope of the duties defined in this service description. Accountable to Extension staff.

Responsibilities

- Follow all guidelines and policies of UNHCE and the NH and county 4-H program and conduct activities in a safe and healthy manner.
- Maintain the standards of the 4-H Youth Development program by conducting oneself in a responsible manner.
- Maintain close contact with Extension staff member.
- Willingly share knowledge and involve youth and adults in program.
- Participate in appropriate training in order to keep up to date in current volunteer trends and expectations
- 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

- Collaborate with 4-H educator and volunteers to identify potential audiences from which to recruit.
- Organize 4-H recruitment events and activities
- Broaden awareness of 4-H volunteer opportunities within the county through any of the following: radio/TV PS's, news releases, school or service club presentations, posters, personal contacts, volunteer web sites etc.
- Assist people interested by providing them with information on 4-H.
- Assist 4-H Educator with the screening 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.

Qualifications

- 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 motivate youth and adults to assume leadership positions
- •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
- The ability to work with minimal supervision but openly communicate with professional staff. 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.
- Successful completion of the 4-H enrollment process.
- Knowledge of, or a willingness to learn about, UNH Cooperative Extension and the 4-H Youth Development program delivery methods and volunteer opportunities.

Resources Available

- Orientation, training and support from county UNHCE office and other volunteers.
- 4-H and UNHCE volunteer management guidelines.
- Access to database management and technology support.

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 services to Extension.
- Liability protection for volunteer service to Extension under RSA 508:17 (see below).

Evaluation

- 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, the number of people contacted and the number of people recruited, and new geographic/demographic areas being served.

Success Criteria

The goals as agreed upon are met as shown by:

- The number of people contacted and the number of people recruited
- New geographic/demographic areas being served.

UNH Cooperative Extension agrees to:

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for ongoing 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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