



## Sample Volunteer Position Description Resource/Key Adult Volunteer

1/2009

### General Description

The 4-H YDP Resource/Key Adult Volunteer:

- Provides specialized leadership and support in one or more project areas by encouraging and guiding volunteers to plan and conduct quality project educational project experiences.
- Develops resources for project volunteers.
- Conducts project-related events and activities.
- Attends training workshops to keep up to date on new developments and availability of teaching materials in the subject matter area(s).

### Qualifications

The 4-H YDP Resource/Key Adult Volunteer should have the following characteristics:

- An interest in helping the group.
- The ability to communicate with youth and adults.
- Organizational abilities.
- Commitment to 4-H YDP mission and core values.

### Duties

The 4-H YDP Resource/Key Adult Volunteer will perform the following duties:

- Plan and coordinate county and/or sectional events and activities in the project area.
- Plan and conduct project 4-H YDP volunteer training sessions.
- Develop, implement and evaluate new activities, special events or project innovations to keep the project interesting, exciting and relevant to current issues.
- Identify dates and places of countywide events and activities planned for the 4-H year in the project area.
- Request funds from the Volunteer Management Board to conduct the countywide events and activities.
- Be available for consultation with project 4-H YDP volunteers and members throughout the year.
- Develop and/or make available resources for the project volunteers. Any materials developed or used for project work that are not University of California publications should be reviewed by the appropriate 4-H YDP staff.
- Maintain communications with 4-H YDP staff, clubs and project leaders to promote the project and its activities.
- Support the mission and core values of the University of California 4-H YDP.
- Adhere to University of California policies.

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## Relationships

The 4-H YDP Resource/Key Volunteer accomplishes his/her duties by working with:

- Volunteers enrolled in the project.
- The leadership team of the unit.
- The county 4-H YDP staff and/or county project volunteer.

## Resources Available

The 4-H YDP Resource/Key Adult Volunteer will receive help from:

- Project volunteers from the different clubs.
- Other experienced 4-H adult volunteers and/or resource persons from the community.
- The county 4-H YDP staff in individual consultation and by continual support.
- The county 4-H office to submit articles for the monthly 4-H newsletter to communicate with members and adult volunteers in the county.

## Rewards

The 4-H YDP Resource/Key Adult Volunteer may experience the:

- Satisfaction of significant contribution to growth of members.
- Respect and friendships of members, officers, and junior/teen leaders.
- Respect and gratitude of parents/guardians and community.
- Recognition of accomplishments by unit and county.
- Opportunity for continued personal growth.
- Opportunity for increasingly responsible leadership roles.
- Out-of-pocket expenses may be deductible from income tax.

## Length of Commitment

- One year, reviewed annually.

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Signature of Volunteer

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Date

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