



University of California

Agriculture and Natural Resources | 4-H Youth Development Program

Sample Adult Volunteer Roles for 4-H clubs in Monterey County

This is a collection of possible 4-H Adult volunteer jobs/roles that can be used to help build a stronger and more effective club foundation. These examples come from local clubs and other counties in the state. These are not required – only suggestions.

Certified Adult Volunteers (CAV) are defined as: adults who have completed the 4-H Volunteer video orientation, fingerprinting along with the 4Honline enrollment process and paid enrollment fees. The safety of the members are a top priority.

Typically clubs use the first 10 positions listed:

Community Club Leader (CCL) – See State description

Requirement – Certified Adult Volunteer and must fill out and turn in the application for County offices. May be an elected position. May have term limits.

Project Leader (PL) – See State description

Requirement – Certified Adult Volunteer . Must have completed all steps in becoming a volunteer.

Assistant Project Leader (APL) - See State description

Requirement – Certified Adult Volunteer.

Officer Advisor (OA) – See State Description

Requirement – Certified Adult Volunteer.

Volunteer Enrollment Coordinator (VEC) Volunteers are needed to help with guiding new and returning families to the online enrollment during peak months of July to September. Creates a checklist of payments from families enrolling to share with treasurer. Maintains contact with 4-H office enrollment staff on updates or issues. VECs monitor what is put into the 4-H online enrollment system by families. May make a Club Roster (Excel Document Preferred), committee list and/or 4-H Project lists.

Requirement – Certified Adult Volunteer

Treasury Adult Volunteer– Adult who assists the club’s treasurer in the month to month bookkeeping of the club’s money. 1 adult helps club’s treasurer, Co Community Leaders and Officer Advisor by working on club financial reporting, balances, inventory. They should have

access to county and state fundraiser policy. Helps treasurer with monthly reporting. May oversees meetings in which parents are brought together to make long range plans.

Requirement – Certified Adult Volunteer

Technology Adult Volunteer(s)- This adult volunteer works with the Community Leaders to assist in computerized paperwork, information storage, technology and county requirements that use computer skills. He/she can also help with advance communication and follow through that occurs with all committees such as emails or spread sheets. Also may help with matters that need technology such as setting up for meetings, renting technology, training members or adults in use of online photo storage and online record books.

Record Book Advisors – 1or 2 Volunteers. Should have an in depth understanding of a 4-H Record Book. Tasks may include picking a club workshop date in any time during the year to help members organize their books. Will help update entire club on new RB information. Find ways to make the process enjoyable. Looks for Record Book opportunities and supports club, county and state contests. Helps sets the club record book due date. Runs the club's contest or verification process.

Chair of Committees- This adult volunteer works directly with the Vice President to ensure the planning, communication and follow through occurs with all club committees. May create additional forms, spreadsheets or make reminder phone calls. Could take photos or make purchases as needed.

Certified Adult Volunteer

New Member Greeter- One or two adults who are willing to meet and greet all new members and families and touch base with them throughout the program year. They may create and plan a *New Member mixer* held one half hour before the August meeting, (This could be a committee open to the club to plan activities and refreshments for all members and their families including Cloverbuds) Would check in with Exec Board and their new member "buddies".

Requirement – Certified Adult Volunteer

Project Leader Training Advisor – An adult who agrees to train all Project Leaders to meet the 4-H Program's policies, requirements, guidelines and "best practices". The volunteer is to be up to date on current California 4-H project values. Provides handouts, webpage links, possible curriculum choices and may offer support for Junior and Teen leaders.

Certified Adult Volunteer (if assisting Junior & Teen Leaders)

Jr & Teen Leader Advisor (If the club does not have a Leadership project) Train and support Jr. & Teen Leaders in their leadership roles, duties and responsibilities. Helps to find ways an ideas to assist their Project Leader.

Certified Adult Volunteer

Community Service/Service Learning Advisor – to be defined

Financial Committee Volunteers – Adults who agree to oversee the club's finances quarterly to ensure the Treasurer has the needed support. May take on additional duties such as long-range planning for club income or expenses. Reports back to Community Leader and Officer Board.

Club Events and Activity volunteer – Adult(s) who can help the Community Leader and or Officers plan appropriate activities and events for the club before the new program year. Or, they can help with implementing the ideas after they are chosen. May focus on events and activities that only happen at club meetings, could be for the projects only or could be all events and activities. Create paperwork, work with the youth chair, find more volunteers, turn in receipts, make purchases as needed, take photos, create a archive binder of the event, take care of publicity, keep the project or committee on time, etc.

Requirement – Certified Adult Volunteer

Parent Advisory Committee (PAC)-This committee is formed from 4-H certified adult volunteers, for the term of 1 program year and meets as needed. Their purpose is to assist the club with necessary conflict/resolution, they may discuss suggested changes to by-laws, budgets and or long range club plans. The flow of club conflict/resolution should be to contact CL and Exec. Board (If appropriate for members) from there, the steps could be CL to PAC, CL to County, County to State.

*While anyone can attend these meetings, only those on the committee can make recommendations to the CL, or Executive Board. 3-5 parents needed

Grievance Committee Advisor – An adult to help guide the club officers through establishing an effective conflict resolution committee. Adult should create or utilize an existing format that is appropriate for youth members. Should meet in the beginning of the program year to present concepts of resolution in groups. Be available should an issue arise to lead the officers and youth membership to a solution.

Requirement – Certified Adult Volunteer

Record Book Judging Chair- Chair should set at least 2 dates to accomplish club record book Judging or review a few days after Club Record Books are due. Oversee a sign up at the May, June or July meetings for adult volunteers to help judge. Chair makes arrangements for a judging location, (can involve food for judges), gathers the books and forms from the Community Leader and handles them with confidentiality. Chair keeps the books until judging is completed and works with CL to ensure scores and/or comments are accurate on each book and then returns them to the CL. After CL signs and confirms applicable candidates books for County judging contest, chair makes arrangements to deliver Member's County Record books to County offices and returns other member's record books to CL for August club meeting. Makes sure pencils, post its of various sizes, club at a glance sheet, calculators and scoring sheets are present for judges. If any club book is in question of completion, chair will discretely pull book and give to CL for assessment.

County Record Book Judging - One adult volunteer is required for every 4 club books that are sent to the county for judging. Date is usually a Saturday.

County & State Events reporter – Can be a youth and adult who brings information about upcoming county-wide, regional and state 4-H events to the membership. May actually coordinate carpools, chaperones, sign up lists and a budget to further the 4-H experience.

Facilities Volunteer – Adult to over see the use of buildings or sites the club uses. May be the sole keeper of the keys. Updates the club and Community leaders of the cleanliness and condition of building after use by projects, committees or club meetings. If use agreement required – works directly with County Program offices to renew each year.

Club Translator - Adult who can provide assistance in helping parents fill out applications, complete paperwork, make calls and be on hand at meetings to provide translation assistance as needed.

Science, Engineering and Technology Advisors – to be defined

Fundraising Advisor(s) – Adults and youth who have ideas and positive connections within the community to create fundraising opportunities for the club. Requirement – must have completed 4-H Financial policy training with 4-H Program Representative.

4-H Contests Advisor – This may include 4-H Livestock Judging, Vegetable Judging, Fashion Revue and Presentations. Works with Community Leader and officers to decide on which contests the club would like to learn during the year. Does the research, creates handouts, finds resources and makes time to teach the contest skills during the year. NO contest is held at club level. (See program office)

Incentives and Recognition Committee- One adult volunteer is needed to keep track of the clubs awards and recognition. Manages the hat pins and stripes inventory. May be active in filling out the annual county awards form and submitting in July. May help find ideas for adult volunteer appreciation gifts.

Barn Manager 1 adult who oversees the use of the community barn. This includes: updating any Facility Use agreements and forwarding to County Program offices, Barn safety issues for the members or public, Shared purchase agreements and Fee schedules. Works with livestock leaders to review each Animal project agreements – every year. May oversee Feed schedules Clean schedules and Shared equipment monitoring

Food & Beverage Coordinator – One Adult that recruits member families to bring snack to our club meetings. Ensure that each family has signed up at least once to bring food or drink. Contact families one week prior as a reminder