



JOB DESCRIPTION: 4-H Volunteer Coordinator

Name of Position: 4-H Volunteer Coordinator

Department: Community Service

Campus Location: Cowley County K-State Research and Extension Office, Winfield, KS

Supervisor: Kelsey Holcomb

Length of Contract: 4-H Year (October – August)

Pay Rate: Minimum Wage

Job Purpose: Provide leadership and manage the local 4-H volunteer screening process.

Job Responsibilities:

- Provide volunteer orientation to new volunteers
- Enter volunteer data into ks4honline.com
- Communicate the volunteer screening process to applicants including collecting necessary paperwork and information for screening and background checks.
- Provide volunteer information to the Kansas 4-H Office for criminal background checks and Child Abuse and Neglect registry checks.
- Communicate with the 4-H Agent to insure that all volunteers have completed the screening and application process.
- Conduct volunteer interviews with the 4-H Agent as needed.
- Arrange for and schedule volunteer training.
- Implement the Kansas 4-H Volunteer Screening process at the local level.

Qualifications:

- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter volunteerism.
- Ability to organize and coordinate.
- Signed confidentiality statement.
- Kansas 4-H Volunteer registered.

Skill Development Areas:

- Opportunity to help youth and the community.
- Opportunity to learn more about volunteer coordination.
- Opportunity to learn about working with youth development and non-profit organizations.

Evaluation: Student will be evaluated as work is performed for accuracy, timeliness and attendance.