

# JEFFERSON COUNTY 4-H VOLUNTEER DESCRIPTION AND AGREEMENT

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## SUPERINTENDENT



**PURPOSE:** Provides support on a specific project area or an activity during the Jefferson County Fair and associated youth events. Supports other leaders in conducting meaningful, impactful education opportunities for youth. Support youth to reach their fullest potential by encouraging participation that will lead to success. Volunteer leaders are appointed by the Jefferson County Extension Office.

**TERM OF RESPONSIBILITY:** One year, beginning October 1 and ending September 30 the following year, renewable annually.

**TIME COMMITMENT:** Superintendents are expected to be present for the duration of all youth events of the Jefferson County Fair pertaining to the superintendent's assigned subject matter. All 4-H volunteers will be expected to attend yearly volunteer training, approximately four hours. Time should also be allotted for administrative duties like returning phone calls and emails youth, parents, leaders and Extension staff, attending county 4-H and club sanctioned events and activities as appropriate as well as other duties as needed.

### **RESPONSIBILITIES:**

- Provide management and leadership in 4-H youth event at the Jefferson County Fair
  - Plan and prepare for the specific duties of the assigned subject matter, as assigned by the Jefferson County Extension Agent.
  - Serve as the communication link between the county Extension office and 4-H youth
  - Be aware and able to inform members of new policies, procedures, deadlines, project requirements and other information as needed.
- Commitment to growth and success of youth
  - Promote growth and development of 4-H Life Skills and career exploration.
  - Establish a welcoming, safe and inviting environment for all youth and their families.
  - Inform and encourage youth and parent participation.
  - Lead by example.
  - Be fair, consistent and ethical in rule enforcement and giving youth feedback.
- Participate in volunteer training
  - Participate in county annual leader training. Leaders are encouraged to participate in regional, state and national leaders trainings as well.
- Work with Jefferson County Extension staff
  - Follow guidelines and policies of Colorado State University Extension, Colorado 4-H and Jefferson County.
  - Collect and distribute information.
  - Follow through with communication with the county Extension staff such as returning emails and phone calls. Read emails and other distributions from the county Extension staff.

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- Keep county Extension staff informed of various aspects of the assigned youth event.
- Submit any yearly reports to the Extension office by the deadline.

**SUPPORT:**

- Provide orientation and training to meet the responsibilities listed above.
- Offer professional guidance and assistance.
- Provide appropriate educational materials and reports.
- Provide recognition and awards.

**AGREEMENT:**

*I have reviewed the above volunteer description with the county 4-H Extension agent who is my supervisor and I agree to carry out the responsibilities described therein.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Division \_\_\_\_\_

*I discussed the volunteer responsibilities and staff support with the above signed volunteer. This leader has been through the appropriate training and volunteer interview. The county Extension staff will provide assistance as indicated above.*

Signed \_\_\_\_\_ Date \_\_\_\_\_