

KANSAS 4-H PARENTS' COMMITTEE: POSITION DESCRIPTION



PURPOSE:

Providing positive learning experiences for youth by identifying, recruiting, orientating, training, and supporting 4-H adult leaders the 4-H Parents' Committee believes are needed for the successful operation of the club.

RESPONSIBILITIES:

- All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
- Identify the leadership needed. This is usually accomplished with recommendations from the club leader, no later than one month before the 4-H members enroll in 4-H projects. Recruit adult volunteers for the leadership needed via personal contact.
- Arrange training for leaders, especially new leaders. Training is usually done within two weeks after recruiting the 4-H leaders and before 4-H members enroll in 4-H projects. Develop a list of leaders (including names and addresses) who will lead 4-H projects and other activities or events for the coming year.
- Assist club leader in organizing and conducting the enrollment meeting. Make personal contact with all 4-H leaders prior to and soon after their first meeting with the members and discuss progress made.
- Investigate and resolve issues in a manner that will contribute to the positive operations of the club.
- Conduct election among parents to elect adults who will serve as the Parents' Committee.

TRAINING AND ASSISTANCE:

- ☞ Chairman, 4-H Parents' Committee
- ☞ Local K-State Research and Extension staff
- ☞ [Volunteer Resources](#)
- ☞ [4-H Club Corner](#)

TIME COMMITMENT:

3-year term. Most work is in late summer and fall recruiting new leaders and arranging training for them.

QUALIFICATIONS:

- ☞ Able and willing to work with other adult volunteers, specifically recruiting the leadership needed.
- ☞ Willing to learn new skills for the position.
- ☞ Believe in the 4-H volunteer role as a sound way of helping kids develop.
Be committed to the successful management of the club.