**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.