VOLUNTEER JOB DESCRIPTION
NEW FAMILY SUPPORT COORDINATOR
CLUB LEVEL

Purpose:
To advise and consult with new 4-H families and assist 4-H’ers and 4-H families in making their 4-H experience as successful as possible.

Success Criteria:
Knowledge of the 4-H program as a whole, and/or the willingness to gain further knowledge through opportunities provided both from within Extension and your 4-H Club. Ability to relate well to those who have had little experience in the program, and help them to ask questions - because they don’t know what they don’t know!

Responsibilities:
- Assist new families in understanding the 4-H program
- Inform families of 4-H opportunities/activities at the club & county level
- Help families have a quality 4-H experience
- Reach families through club meetings, small group gatherings, or individual contact
- Available to answer new families’ questions
- Call those not attending regularly

Target Dates:
- Monthly: Hold 15 minute meetings either before or after the club meeting to address topics on timeline
- October - February: Contact new 4-H families as they enroll
- May - April: Assist them with show preparation; be available to provide information and help them complete show forms; answer questions before and during the shows.
- Various Times: Additional times based on new family needs

Qualifications:
- Good listening skills – Allow new members/families to ask questions and provide a positive learning experience with vast opportunities for learning
- Knowledgeable – Have a good understanding of the 4-H youth program and a background in yearly 4-H calendar and the 4-H opportunities available
- Ability to work well with both youth and adults
- Ability to be a mentor for the 4-H program; to provide a role model for the new 4-H’ers and their families, and help to make their 4-H experience a success

Length of Commitment:
One year, to be extended annually as agreed upon by volunteer, Club Organizational Leader, and 4-H Extension Staff.
Resources Available:
- Expansion and Review Committee
- Club Key Contact
- 4-H Policies
- 4-H Project Manuals
- Extension 4-H Staff
- County 4-H Volunteers
- 4-H materials

Training Opportunities:
Periodic training opportunities will be available, and mandatory.
Seek Club Leader and 4-H Extension Staff input for additional opportunities.

Report to:
Project Coordinators, 4-H Youth Development
Associate Area Agent, 4-H Youth Development

For Questions, contact:
Taylor Hubbard         Kim Christman
Program Coordinator    Area Associate Agent
(602) 827-8286         (602) 827-8291

Forms to fill out:
- Enroll in 4-H Online
- Complete 4-H Volunteer Screening Process