



## **VOLUNTEER JOB DESCRIPTION COMMITTEE MEMBER**

### **Purpose:**

To work as a team where specialized skills and interests of committee members are used to their full advantage and responsibilities are shared. Committee members discuss and review matters in detail to help make the 4-H program more efficient.

### **Success Criteria:**

Vast knowledge in curriculum area, and/or the willingness to further knowledge through opportunities provided both from within Extension and outside Extension.

### **Responsibilities:**

- Attend Fall 4-H Committee Member meeting facilitated by 4-H staff (approx. 1-1 ½ hrs.)
  - Committee members responsibility at this meeting include:
    - Review program book pages for the project area and make any necessary changes
    - Add any new classes as needed/delete any unnecessary classes
    - Review evaluations from judge, recorder, and superintendent and recommend necessary changes to the program based on evaluation
    - Plan clinic by giving 4-H staff general clinic information, i.e: date, time, location, topics, staff support needed, and any special requests (if project area hosts a clinic)
    - Request any specific needs for the 4-H shows
    - Give list of potential judges to 4-H staff
    - Support Superintendent(s) as needed
- Attend meetings throughout the year as scheduled and facilitated by 4-H staff
- Facilitate the 4-H show with the assistance of 4-H staff and Fair Committee members

### **Target Dates:**

October-September	Fall Superintendent/Committee member meeting
Various Times	Different committees have specified meeting dates

### **Qualifications:**

- Good listening skills – Allow youth/volunteer 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 the project area
- Ability to work well with both youth and adults

### **Length of Commitment:**

Two years, to be extended annually as agreed upon by committee member and Extension Staff.

### **Resources Available:**

- Extension Staff
- 4-H project manuals
- Maricopa County 4-H Policies
- Other specific area experts, including Extension Agents in the area of study

**Training Opportunities:**

Occasional training opportunities may be available. Seek Extension Staff input for additional opportunities.

**Report to:**

Area Associate Agent, 4-H Youth Development  
Program Coordinators, 4-H Youth Development

**For Questions, contact:**

**Taylor Hubbard**  
*Program Coordinator*  
(602) 827-8286

**Kim Christman**  
*Area Associate Agent*  
(602) 827-8291

**Forms to fill out:**

- Enroll in 4-H Online
- Complete 4-H Volunteer Screening Process