



## **VOLUNTEER JOB DESCRIPTION COMMITTEE MEMBER**

### **Purpose:**

To work with a team with specialized skills and interests to discuss and review committee programming and allocate responsibilities. 4-H committee members work with 4-H staff to provide youth countywide project opportunities, such as programs, clinics, events, etc.

### **Success Criteria:**

Knowledge in curriculum area, and/or the willingness to further knowledge through provided opportunities.

### **Responsibilities:**

- Attend annual calendar planning meeting with 4-H Staff
- Attend project specific meetings throughout the year as scheduled and facilitated by 4-H staff
- Supervise adult and youth officer elections
- Annually review project specific policies and procedures
- Plan project specific programs, clinics, events, etc., and provide necessary information to 4-H Staff; recruit volunteers

### **Target Dates:**

October-September    Different committees have specified meeting dates

### **Qualifications:**

- Good listening skills – Allow meeting participants to ask questions and provide a positive learning experience
- 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

### **Resources Available:**

- 4-H Staff & other specific area experts, including Extension Agents in the project area
- 4-H project manuals (<https://shop4-h.org/>)
- Arizona 4-H Policies & Procedures (<https://extension.arizona.edu/maricopa-county-4-h-projects>)

### **Training Requirements:**

- Leader's Meetings/Trainings

### **Works With:**

4-H Club Leaders and volunteers  
Program Coordinators, 4-H Youth Development  
Area Associate Agent, 4-H Youth Development

**Forms to fill out:**

- Enroll in ZingBooks (<https://4h.zsuite.org>)
- Complete 4-H Volunteer Screening Process

**Questions:**

Contact the Maricopa County 4-H Office at 602-827-8275