



4-H Set Team Volunteer – Adult Volunteer Mentor

University of Wisconsin-Extension
Brown County

Position Title: 4-H SET Team Adult Volunteer Mentor

Term of Responsibility: August 1, 2009 – May 1, 2010

Time Commitment:

- Approximately 8 hours in August and September working with 4-H SET Team Coordinator and 4-H Youth Development Educator to recruit and train new 4-H SET Club volunteers.
- Average of 3 hours per month, September through April, attending 4-H SET Club meetings or camps and mentoring adult volunteers
- Average of 3 hours per month, September through April, planning leadership development for new 4-H SET Club volunteers
- Approximately 2 hours in April to complete final evaluations and reports

Responsibilities:

- Serve as the adult volunteer mentor for the Brown County 4-H SET Team
- Attend team meetings and communicate with 4-H SET Team members on a regular basis
- Assist 4-H SET Team Coordinator in developing and implementing strategies to recruit adult volunteers to assist with 4-H SET Clubs
- Serve as a positive role model and mentor for new 4-H SET Club volunteers
- Provide encouragement and opportunities for new volunteers to develop their leadership skills
- Assist the 4-H SET Team Coordinator in recruiting and training a 4-H SET Club Organization Leader or 4-H SET Club Organizational Team and assist them in:
 - Selecting a club name
 - Developing club bylaws
 - Completing enrollment forms
 - Completing 4-H Club Charter application and yearly reports
- Maintain program records, prepare reports, and conduct 4-H SET evaluations as determined by the 4-H Youth Development Educator
- Perform related functions as assigned

Requirements:

Must meet the following Wisconsin 4-H Youth Protection requirements before participating as an adult volunteer in the Brown County 4-H program:

- Complete and submit the Wisconsin 4-H Volunteer Application form
- Complete and submit the Wisconsin 4-H Leader Enrollment form
- Read, understand, and agree to abide by the Wisconsin 4-H Volunteer Behavior Expectations
- Participate in 4-H Volunteer Orientation training (approximately 2 hours in length)
- Review Wisconsin 4-H Policies and Brown County 4-H Policies
- Submit to a background check as required by UW-Extension 4-H Youth Development

Qualifications:

- High school diploma required, some college preferred
- Experience as a 4-H adult leader
- Experience working with youth and adults in the community
- Experience working with and/or training volunteers
- Ability to communicate with youth and adults
- Ability to organize, plan, delegate responsibility and carry out assignments
- Time to carry out the 4-H SET Team Adult Volunteer Mentor role
- Willingness to recruit new 4-H youth members and adult volunteers
- Willingness to work with limited income, culturally diverse families

Compensation:

This is a volunteer position with a stipend of \$400.00 at the successful conclusion of the program.

There is limited funding available for project supplies. All 4-H SET purchases must be authorized by the 4-H Youth Development Educator prior to purchase.

Administrative Responsibility:

The 4-H SET Team Adult Volunteer Mentor will be accountable to the Brown County UW-Extension 4-H Youth Development Educator for programmatic leadership and will be accountable to the Brown County UW-Extension Department Head for administrative issues.

This position description should not be interpreted as all –inclusive. It is intended to identify the major responsibilities and requirements of this job.



Developed by Judy Wolniakowski, Brown County 4-H Youth Development Educator,
University of Wisconsin-Extension, July 2009.

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