KANSAS 4-H NEW FAMILY COORDINATOR:
POSITION DESCRIPTION

PURPOSE:
To ensure that new 4-H members feel welcome in the 4-H club and to be a resource for them throughout their first year.

RESPONSIBILITIES:
- All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
- Attend all club meetings and greet all members.
- Welcome new families to the 4-H club.
- Provide a 4-H Greet Sheet for new members and help them find a seat at their first in-person meeting.
- Work with the club leaders to provide a New Family Guide for new families.
- Review the New Family Guide with new families.
- Set up a “buddy” system for current and new members. Recruit “buddies” and train them in their role.
- Be the key point of contact for new families and answer any questions they may have.

TRAINING AND ASSISTANCE:
- Club Leader
- Local K-State Research and Extension staff
- Youth Program Quality Principles
- New Family Guide
- Welcoming New 4-H Members
- 4-H Greet Sheet

TIME COMMITMENT:
2-year term. Ability to attend all club meetings.

QUALIFICATIONS:
- Enthusiastic about 4-H!
- Enjoy working with youth and adults.
- Ability to communicate with youth and adults.
- Like to meet new people.
- Enjoy sharing the benefits of 4-H.
- May be a teen with an adult mentor.