**Kansas 4-H parents’ committee:**

**Position Description**

**PURPOSE:**

Providing positive learning experiences for youth by identifying, recruiting, orientating, training, and supporting 4-H adult leaders the 4-H Parents’ Committee believes are needed for the successful operation of the club.

**RESPONSIBILITIES:**

* All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
* Identify the leadership needed. This is usually accomplished with recommendations from the club leader, no later than one month before the 4-H members enroll in 4-H projects. Recruit adult volunteers for the leadership needed via personal contact.
* Arrange training for leaders, especially new leaders. Training is usually done within two weeks after recruiting the 4-H leaders and before 4-H members enroll in 4-H projects. Develop a list of leaders (including names and addresses) who will lead 4-H projects and other activities or events for the coming year.
* Assist club leader in organizing and conducting the enrollment meeting. Make personal contact with all 4-H leaders prior to and soon after their first meeting with the members and discuss progress made.
* Investigate and resolve issues in a manner that will contribute to the positive operations of the club.
* Conduct election among parents to elect adults who will serve as the Parents’ Committee.

**TRAINING AND ASSISTANCE:**

* Chairman, 4-H Parents’ Committee
* Local K-State Research and Extension staff
* [Volunteer Resources](https://www.kansas4-h.org/resources/volunteers/index.html)
* [4-H Club Corner](https://www.kansas4-h.org/resources/ClubCorner.html)

**TIME COMMITMENT:**

3-year term. Most work is in late summer and fall recruiting new leaders and arranging training for them.

**QUALIFICATIONS:**

* Able and willing to work with other adult volunteers, specifically recruiting the leadership needed.
* Willing to learn new skills for the position.
* Believe in the 4-H volunteer role as a sound way of helping kids develop.

Be committed to the successful management of the club.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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