

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.