



UW-MADISON EXTENSION

Club Enrollment Coordinator

WI 4-H Volunteer Position Description

Position Title: Club Enrollment Coordinator

Purpose:

- To provide leadership for members and adult volunteers who are enrolling in the club or group organization
- To work with youth and offer a positive youth development experience for young people

Responsibilities:

1. Ensure the club is expanding access and creating a welcoming environment to all youth in the community where the club is located
2. Create and maintain a safe environment that fosters positive youth development
3. Work with the community to build understanding and support of 4-H
4. Assist in recruiting members and adult volunteers
5. Club Enrollment
 - Work with other club organizational leaders to ensure consistent communication related to club enrollment
 - Support youth voice by involving youth in club decision-making regarding club enrollment
 - Review club bylaws to ensure they do not limit the ability of youth to join and participate in the club
 - Inform club members, leaders, and parents/guardians of all enrollment processes, deadlines, and policies
 - Provide support and answer questions for new and current members/volunteers enrolling in 4HOnline
 - Complete the necessary approvals to confirm enrollment in 4HOnline for club members and volunteers
6. Participate in volunteer development opportunities
7. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
8. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension.

Qualifications:

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- Experience working with teams
- Organizational skills
- Enthusiasm, patience, and understanding
- Communication skills
 - Written and oral communication skills
 - Willingness to communicate with diverse groups of youth and adults
- Interest in 4-H educational programs
- Successful background check
- Enrolled as an active volunteer in 4HOnline

Benefits:

- Learn strategies to teach and lead effective meetings
- Opportunity to connect with community partners
- Develop personal and interpersonal communication skills
- Opportunity for personal growth
 - Increased confidence
 - Learn problem-solving skills
 - Practice time management
- Potential to gain technical skills that are transferable to professional work environments
- Satisfaction of contributing to positive development of youth, families, and community

Time Commitment:

- Requires a minimum of one-year commitment
 - August-November, approximately 2-4 hours per month
 - Club meeting attendance remainder of year, 1-2 hours per month
- Participation in volunteer training
- Participation in other activities and events as desired

Training/Orientation:

- Required—Mandated Reporter Training for Volunteers—online
- Required—Volunteer in Preparation(VIP) Training
 - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
 - Receive Extension Volunteer Agreement prior to volunteering
- Essential Elements online training modules for volunteers

Resources Available:

- Guidance and support from county 4-H Youth Development Staff
- Volunteer leaders training workshops (county, regional, state)
- Volunteer in Preparation (VIP) Training handouts:
<https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
- **Websites:**
 - Wisconsin 4-H Youth Development Website: <https://4h.extension.wisc.edu/>
 - 4-H National Headquarters: <https://nifa.usda.gov/program/4-h-positive-youth-development>
 - Shop 4-H: <https://shop4-h.org/>
 - Club Central Website: Will be available in 2020

Accountable to: County 4-H Youth Development Staff and the Area Extension Director



Extension

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