

# New Family Coordinator Volunteer Position Description

## General Description/Overview

To ensure that new 4-H families feel welcome in the 4-H club. Serve as a resource / support for them throughout their first year in 4-H.

## Responsibilities

- Welcome new families to your 4-H club.
- Introduce all new members during the club meeting.
- Organize and facilitate a new family orientation.
- Assist new families in the online enrollment process.
- Review 4-H Resources with new families.
- Set up a mentor program for current and new members.
- Recruit new family mentors and train them in their role.
- Be the point of contact for new families and answer any questions they may have.
- Work and meet with club organizational advisor monthly to share information and questions from new families.
- Follow all guidelines & policies of Ohio 4-H.

## Qualifications

- Completion of the Ohio 4-H Volunteer Screening process.
- The ability to communicate effectively with youth, parents and other adult volunteers and staff to familiarize new families with the 4-H experience.
- Belief in the importance of 4-H youth development.
- Must be able to work with minimal supervision from professional staff/club leadership.
- An interest in working with Extension staff, club leaders and members , and new families.

**Time Required :** Approximately 120 hours annually

**Location:** Throughout Franklin County at 4-H club meeting locations

**Responsible To:** Franklin County 4-H Youth Development Extension Staff

