



# 4-H Volunteer Role Description

**Role Title: Club Community Service Project Coordinator**

## Purpose:

- To assist club members in planning, conducting, and evaluating a club community service project.
- To process the experience with members as part of the overall project.

## Success criteria:

The successful completion of a club community service project where the members were actively involved in the planning, conducting, and evaluation of the activity.

## Responsibilities:

1. Assist club in doing a needs assessment to determine the needs in the community.
2. Assist club in surveying members to determine interest in and abilities that can be used to conduct a community service project.
3. Assist club in listing possible community service options and then in deciding which project to pursue.
4. Assist club in developing a plan to conduct a community service activity. The plan might include the following:
  - Identify exactly what will be done. Determine both the overall goal and the specific tasks involved. Remember the time frame for the project: dates/times for beginning and completion.
  - Identify location and obtain necessary permission in advance.
  - Facilitate the application, screening, and enrollment procedure for all new volunteers.



- Recruit, orient, involve, and supervise youth and adult volunteers to carry out needed functions.
  - Develop a financial budget for the project. A decision to use club funds should be voted on by the membership. If not available from club funds, seek a community sponsor. Extension staff may know of sources of grants-in-aid for such projects, especially if you plan far enough in advance.
  - Develop a risk management plan for the activity and review it with the club organizational leader, volunteers, and youth members. Make safety a top priority!
  - Obtain special event insurance and/or certificates of insurance if necessary.
  - Obtain needed equipment or supplies.
  - Determine how many people will be needed. What is the minimum required to do the job correctly and what is the optimum number? Be sure you have at least the minimum before proceeding!
  - Ask members to volunteer for specific duties and get a commitment from them. Consider teaming up less experienced members with more experienced workers to maximize the learning experience.
  - Encourage members, parents, and volunteers to report progress on their assigned duties.
  - Alert mass media representatives and Unit Extension Youth Staff concerning your plans. Publicize the efforts of your club and the 4-H program.
5. Assist the club with conducting the community service project as planned. Monitor the activities taking place and make adjustments as needed.
  6. Assist the club to document their efforts using photos, videos, and written notes. Be sure to have media release forms signed by all participants. Assist the club with publicity to share the project's success.
  7. Compile a written summary report for the club.
  8. Evaluate the experience with the club afterwards to discuss the successes and shortcomings, as well as ideas for improvement or repetition.
  9. Use the experiential learning model to provide time for reflection by participants of the experience.

**Time required:** 4-6 hours in the months prior to, during, and following the project.

**Target dates:** At least two months prior to community service activity through completion and wrap up of the event.



**Resources available:**

- Berenstain, S. & Berenstain, J. 1999. *The Berenstain Bears: Think of Those in Need*. New York: Random House.
- Ellis, S.J. 1991. *Children as Volunteers: Preparing for Community Service*. Available at: [www.energizeinc.com](http://www.energizeinc.com)
- Logan, S. 1992. *The Kids Can Help Book*. New York: Putnam Publishing. (This gives suggestions of ways kids can help the homeless and hungry, the elderly, the sick or disabled, other kids in need and the planet and animals. This resource is probably available in your local library but can be purchased for \$9.95 at a bookstore.)
- Helping You Help Youth Fact Sheet: *Avoiding a Can of Worms: Risk Management*
- Club community service committee.

**Training opportunities:**

Risk management training

Consultation with other club volunteers

Consultation with Extension 4-H Youth Staff

**Report to:** Club organizational leader

**For questions, contact:** Club organizational leader; Club Executive Committee.

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Community Service Coordinator

Date:

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Club Organizational Leader

Date:

