**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](https://bookstore.ksre.ksu.edu/pubs/4H1123.pdf) 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](https://www.kansas4-h.org/get-involved/docs/Kansas_4H_New_Family_Guide.pdf) 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](https://bookstore.ksre.ksu.edu/pubs/4H1124.pdf)
* [New Family Guide](https://www.kansas4-h.org/get-involved/docs/Kansas_4H_New_Family_Guide.pdf)
* [Welcoming New 4-H Members](https://bookstore.ksre.ksu.edu/pubs/4H1117.pdf)
* [4-H Greet Sheet](https://bookstore.ksre.ksu.edu/pubs/4H1123.pdf)

**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.

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

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