



## VOLUNTEER POSITION DESCRIPTION: COACH

Team Name: \_\_\_\_\_

Location: \_\_\_\_\_ Extension Unit: \_\_\_\_\_

### **Purpose: *Understand, support and create an educational experience that:***

- Supports the positive growth and development of each youth involved.
- Develops important life skills and creates opportunities for youth to learn, lead and serve
- Involves youth in becoming competent, caring, and connected citizens of character in their community.

### **Time Required:**

- Coaches will meet regularly with team and guide them in developing goals and a timeline, and serve as the facilitator to help the team complete its work and improve the way it works together.
- SOA teams will need to set their own schedule, but should plan to meet weekly for approximately 12-16 weeks. They may meet for as little as 1 hour or hold multiple meetings up to 10 hours a week.

### **Responsibilities:**

- Assist members in selecting age/developmentally appropriate activities.
- Assist members in reflecting on their development of life skills through this activity.
- Identify community resources and connections for this activity.
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experiences for youth.
- Follow all 4-H guidelines and policies of K-State Research and Extension and Kansas 4-H.

### **Specific Duties/Tasks:**

- Coaches give SOA teams guidance and provide structure, encouragement, and most of all, a fun experience.
- Coaches meet regularly with team and guide them in developing goals and a timeline, and serve as the facilitator to help the team complete its work and improve the way it works together.
- Coaches guide the process while the youth control the content.
- Coaches help youth learn new skills or concepts that allow youth to solve the challenge.
- Coaches will accompany SOA teams to the Preliminary Presentation event and the Kansas 4-H State Science of Agriculture event.

### **Qualifications:**

- Coaches must be a registered Kansas 4-H volunteer, i.e. an adult or teen who has completed the full Kansas 4-H volunteer screening process — including application, reference check, interview, background check, and orientation — and has been appointed by the appropriate extension unit board.
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth.
- A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting.
- The ability to communicate effectively with youth, parents, and other adult volunteers and staff.
- The ability to effectively delegate responsibility.
- A willingness to become familiar with and work within the philosophy and guidelines of K-State Research and Extension and Kansas 4-H.

**Resources/Training Available:** K-State Research and Extension and Kansas 4-H agree to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.
- Provide appropriate curriculum, newsletters, and other resource materials.
- Provide the screening required for volunteers.
- Listen to ideas to help improve the 4-H program.
- Provide appropriate recognition and awards to leaders.

**Benefits:**

- Experience working with youth.
- Training to enhance personal skills and knowledge.

*I have read the above responsibilities and agree to serving as a Science of Agriculture Coach. I agree to complete the Volunteer Screening process in accordance with Kansas 4-H policy.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

