



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. Abide by all University of Wisconsin-Madison and Division of Extension rules, regulations, and procedures (e.g., youth/vulnerable populations protection policies) and with any federal, state, city, or other laws and rules that are applicable to the location where the activity is occurring. This includes USDA rules, policies, and guidelines.

**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, agree to Extension Volunteer Behavior Expectations and Conditions of Service
- 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—
  - Volunteer Orientation (VIP or Grow Green)
  - Mandated Reporter Training for Volunteers
  - Building Safe Spaces Training
  - Supporting You, Supporting Youth Training
  - Receive Extension Volunteer Agreement prior to volunteering
- Optional –
  - Essential Elements online training modules for volunteers
  - Volunteer training workshops (county, regional, state)

**Resources Available:**

- Guidance and support from county 4-H Youth Development Staff
- 4H Online information in Resource Library ([https://4h.extension.wisc.edu/4h-resources/?\\_sft\\_topic=4-h-online-enrollment](https://4h.extension.wisc.edu/4h-resources/?_sft_topic=4-h-online-enrollment))
- Volunteer leaders training workshops (county, regional, state)
- Grow Green 4-H Volunteer Orientation 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/>

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

