



**OZAUKEE COUNTY 4-H FOUNDATION
4-H VOLUNTEER COORDINATOR
JOB DESCRIPTION INCLUDING ROLES/RESPONSIBILITIES**

Purpose

The 4-H Coordinator is responsible to support the Ozaukee County 4-H Foundation in the following areas: correspondence, maintaining director relations, scholarships, and any function related to the development of the Ozaukee County 4-H Foundation.

Responsibilities

1. Correspondence of the 4-H Foundation (include Template and Donor Spreadsheet)
 - Thank you letters
 - Recognition Certificates

2. Scholarship Committee Coordinator
 - Arrange date, time, location of interviews
 - Work with Leaders Liaison to recruit volunteers for committee
 - Assemble and copy applications, forward to committee
 - Facilitate interviews and discussion
 - Follow up correspondence with applicants, schools & media
 - Arrange presentation of scholarships to recipients

3. Director Relations
 - Assist with Orientation of new Directors
 - Assist with MOU signatures of President and UW-Extension 4-H Youth Educator
 - Record keeping (terms of office, etc.) and Maintain the Master list for Foundation BOD's:
 - Foundation BOD Roster List
 - Foundation committee lists (including Chair)
 - Ever-to-Date list of Foundation BOD members
 - Ever-to-Date list of Scholarship recipients
 - Reserve meeting room at Flipside Grill/Café for the quarterly meetings; FEB, MAY, NOV Second TUES; the Pavillion for the AUG mtg. NOTE: Do this in NOV/DEC every year for the upcoming year, otherwise there is a conflict w/other groups at Flipside. For reservation of the Pavillion, contact Mary Sheffield at 262-366-4736 or msheffield@co.ozaukee.wi.us
 - Work with the P&P Committee chair to schedule / arrange news photographer for news articles as needed.

Resources

Board of Director Members
4-H club leaders, members, families
Cooperative Extension 4-H & Youth Educator
4-H Alumni
People interested in youth and adult education

Time Commitment

Time commitment for this non-salaried position to complete job responsibilities will be mutually agreed upon by the 4-H Foundation Directors, the 4-H Coordinator and Extension Youth Educator.

At least a two-year commitment as the 4-H Coordinator is needed to provide continuity to the 4-H Foundation program.

Expenses

Expenses for materials such as telephone, travel, postage and stationery will be provided. Reimbursement for other expenses will be considered.

Desirable Skills

- ❖ Committed to helping the 4-H Foundation grow
- ❖ Knowledge of and ability to promote the Ozaukee County 4-H program and the 4-H Foundation
- ❖ Ability to organize and coordinate
- ❖ Written and oral communication skills
- ❖ Enthusiasm