



4-H Adult Volunteer Livestock Coach / Exhibition Chairperson Job Description and Agreement

Position Title: 4-H Adult Volunteer Livestock Coach / Exhibition Chairperson

Term of Responsibility: 1 year minimum, but are encouraged to serve several consecutive years.

Time Commitment: Average of one hour of planning time for every one hour of workshop or exhibition activity. Additional time may be required to attend mandatory and/or elective adult training. Further time may be committed at the direction of the 4-H Volunteer or at the request of the WVUES agent.

Purpose: Provides overall 4-H adult leadership in program area of livestock exhibition at county/regional, state or national livestock exhibition. Coordinates members and parents and involves other leaders. The 4-H Livestock Chair communicates with other volunteers, county 4-H faculty or staff member, club members and 4-H'ers' parents and families to maintain smooth operation of the livestock exhibition experience. Support youth, volunteers and county 4-H faculty and staff members in conducting meaningful, educational livestock exhibition experiences to help youth grow and reach their fullest potential.

Responsibilities:

- Commit to young people and their growth. Be sensitive to their abilities and needs by:
 - Helping members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy choices and career exploration skills in project work.
 - Encouraging youth leadership through livestock exhibition demonstrations, leadership and individual guidance.
 - Encouraging youth to learn and experiment with new ideas, techniques and skills.
 - Providing feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise youth for the progress they make.
 - Informing and encouraging members, parents and other volunteers to actively participate in 4-H livestock exhibition opportunities.
- Provide a safe environment for all youth by:
 - Following all guidelines and policies of West Virginia University Extension, the West Virginia 4-H program and the county 4-H livestock exhibition program.
- Coordinate livestock exhibition activities (workshops, demonstrations, & educational tours)
 - Attend livestock exhibition meetings and activities. If unable to attend, make arrangements for another trained 4-H livestock leader to oversee activities.
 - Recruit new members, including underserved youth. Seek assistance from 4-H faculty or staff members in designing & distributing fliers, writing news releases, etc.
 - Recruit assistant livestock exhibition chairpersons when needed.
 - Guide the member in setting goals, planning and carrying out activities.

- Assist in evaluating livestock exhibition activities and implementing changes when needed. Read 4-H newsletters and livestock exhibition information from Extension and share with members, parents and other volunteers.
 - Inform members and parents of livestock exhibition requirements and deadlines.
 - Welcome parent's ideas, assistance, cooperation, support and attendance at 4-H livestock activities.
- Work closely with the County Extension Faculty and staff regarding livestock exhibition learning activities and materials and problems encountered in livestock area
- Encourage and ensure club members participation in county, area, state and national livestock events.
 - Attend mandatory training sessions and meetings.
 - Understand documentation requirements and meet deadlines for delivery to the WVUES county office.
 - Contact county faculty/staff when concerns/questions arise concerning livestock exhibition operation, member, volunteer or parent issues, or questions about documentation.
 - Report all accidents to the county faculty/staff immediately.
 - Consult with county faculty/staff and complete travel request form prior to county/state field trips.
- Collect enrollment and other information needed by Extension and adhere to deadlines.
- Receive permission from county faculty member in charge of overseeing the 4-H program of fundraising plans before implementation.
 - Ensure that county 4-H faculty and staff are informed of your livestock exhibition activities.
 - Participate in one or more volunteer development opportunities each year.

Qualifications:

- Sincere interest in working with youth and adults in the community
- Ability to communicate with youth and adults
- Ability to resolve conflict positively and constructively
- Ability to organize, plan, delegate responsibility and carry out assignments
- Time to carry out the livestock exhibition chairperson role
- Willingness to seek out livestock exhibition resources and information
- Serve as positive role model for youth
- Motivate and foster positive self-esteem, decision making, problem solving, responsibility, leadership, career exploration and other life skills in youth
- Understand the relationship of the West Virginia University Extension Service to the county and 4-H livestock exhibition.

Requirements: Volunteers must complete the required screening and training as outlined on the Volunteer Leader Record.

Volunteer is responsible to: Youth; and serves under the direction, leadership and supervision of the Faculty member in charge of 4-H in Berkeley County.

Adult Volunteer Leader's Signature Date

WVU Extension Faculty Date