4-H Community Service Coordinator Position Description (Sample)

Title: 4-H Club Community Service Coordinator

Purpose: To guide 4-H Club members in planning, conducting, and evaluating a club community service project including processing of the experience.

Responsibilities: (Expanded responsibility list on page two.*)

- 1. Assist club in doing a needs assessment to determine needs in community.
- 2. Assist club in listing possible community service options and deciding which project to do.
- 3. Assist club in developing a plan to conduct the community service activity.
- 4. Assist club in conducting community service project as planned.
- 5. Monitor the activities taking place and make adjustments as needed.
- 6. Assist club in documenting the club's efforts with photos, videotape, and written notes.
- 7. Evaluate the experience with the club afterwards to discuss the successes and shortcomings as well as ideas for improvement or repetition.
- 8. Assist the club to celebrate their service.
- 9. Develop leadership in members (especially teens) as a part of the project.

Skills/Knowledge Needed:

Ability, interest, and willingness to work with 4-H members to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.

Effectively organize, delegate, and communicate (verbal and written).

Work with minimal supervision.

Ability to "sit on your hands" to facilitate youth taking the lead.

Become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H and the local 4-H program.

Time Required: Starting at least two months prior to the community service activity through completion and wrap up of the event, four to six hours a month. More time during the project as needed.

Resources Available:

"Agents of Change", National 4-H Service Learning Curriculum, National 4-H Council Ohio 4-H Community Service Resources (available from the Extension Office).

Local Extension Office

Benefits:

Seeing youth develop leadership skills

Seeing youth develop awareness of and involvement with their community

Make a positive contribution to the community

Expectations Resulting from this Position: The successful completion of a club community service project where the members were actively involved in the planning, conducting, and evaluation of the activity.

Contact Person (s): Community 4-H Leader, Extension Unit Staff

*Expanded Responsibility List

- Assist club in doing a needs assessment to determine needs in community.
- Assist club in surveying members to determine interest in and abilities to use in conducting a community service project.
- Assist club in listing possible community service options and then in deciding which project to pursue.
- Assist club in developing a plan to conduct a community service activity.
- The plan might include the following:
 - Identify exactly what will be done.
 - Determine both the overall goal and the specific tasks involved.

 Determine the time frame for the project: dates/times for beginning and completion.
- Obtain necessary permission in advance.
- Involve and supervise youth and adult volunteers to carry out needed functions.
- Develop a financial budget for the project. A decision to use club funds should be voted on by the membership. If not available from club funds, seek a community sponsor. Extension staff may know of sources of grants-in-aid for such projects, especially if you plan far enough in advance.
- Develop a risk management plan for the activity and review it with the club organizational leader.
- Obtain special event insurance and/or certificates of insurance if necessary.
- Obtain needed equipment or supplies.
- Determine how many people will be needed. What is the minimum required to do the job correctly and what is the optimum number? Be sure you have at least the minimum before proceeding!
- Ask members to volunteer for specific duties and get a commitment from them.
 Consider teaming up less experienced members with more experienced workers to maximize the learning experience.
- Encourage members to report progress on their assigned duties.
- Make safety a top priority!
- Work with the Club Reporter to alert mass media representatives and Extension Office concerning your plans. Assist the Club Reporter to publicize the efforts of your club and the 4-H program.
- Assist club in conducting community service project as planned. Monitor the activities taking place and make adjustments as needed.
- Work with the Club Historian to document the club's efforts with photos, videotape, and written notes.
- Assist club with publicity to share the project's success.
- Compile a written summary report for the club.
- Evaluate the experience with the club afterwards to discuss the successes and shortcomings as well as ideas for improvement or repetition.
- Use the experiential learning model to provide time for reflection by participants of the experience.
- Assist the club to celebrate their service.



Why 4-H Community Service?

"I pledge my hands to greater service...for my club, my community, my country, and my world" is recited by members at the beginning of every 4-H club. Think back to the last time you uttered those words. Did you think about the meaning of the words? Did you question whether you had made a noble attempt to live up to the 4-H pledges words? Most of us are guilty of not reflecting on the actual meaning of the words we have memorized.

You can play a key role in your 4-H club's community service by volunteering to be responsible for overseeing all assets of one or more community service projects that your club participates in this 4-H year. By giving leadership to the project and delegating responsibilities to other club members, advisors, parents, and/or community members you can make an impact not only within the community, but with your club by making meetings more fun and interesting, besides the new skills and friendships you will develop. You can help "make the best better."

Before You Begin...

All 4-H clubs are encouraged to perform at least one community service project per year. Look back at the types of community service projects your 4-H club has been involved in the last three years. Now ask yourself these questions...

- Did each year the club do a different project or have you repeated the project the last few years?
- Did everyone in the club participate in some way?
- Did you like the project?
- Was it fun or creative?
- What did the other club members think?
- Did they just do the project because the club voted on it after the advisor suggested the project?
- What did you like and not like about the project?
- What could you do to improve the project?
- Did you see the impact it had on the community or people involved?

How was the community service project organized?

- Where did the club get the idea for the project?
- Who decided on the project?
- Who planned the project?
- Who did the project?
- Who evaluated the project?
- Who reported the project to the community?
- Did the entire club participate? Was everyone 4-H members, advisors, & parents involved?

Reflecting on past community service projects will help you and your club have a more meaningful project for this year. Remember to be able to "make the best better" it takes leadership from you and team work from the entire club.

You are the strongest link... to a meaningful community service project

You are the strongest link to your friends, your fellow members, your club, your advisors, your parents, and your community. By creating a fun, meaningful community service project that everyone can have an active role in you will help others build stronger skills while helping your community.

There are five steps for you to guide your 4-H club through when conducting a worthwhile community service club:

- Deciding on the type of community service project
- Planning the community service project
- Doing the community service project
- Evaluating the community service project
- Publicizing and reporting the community service project

Not only should you follow these five steps for success, but as the leader you should try to involve everyone in the different steps. Often adults are the major contributors to the idea, decision making, and planning. Youth are often mainly involved in the actual "doing" of the project. As a youth leader, you can delegate jobs to the other club members and adults so all are actively involved.

Let's take a closer look at the five steps. Listed will be some ideas to make these steps work for your club. Remember to keep a notebook with all the details of your community service project to share with your club, parents, community members, and for your 4-H officer judging.

1. Deciding on the Perfect Community Service Project

A. Ideas:

- Ask every member to come with one new idea that would benefit the community
- Invite some community members who work with local organizations to speak with your club or ask them for ideas of what the community needs (ie. Hospice, Children's Services, Family and Children First Council, PTO's, Rotary, Lions, Hospital, Community Action, Health Department, City Council, Nursing Homes, etc.)
- Conduct a survey at a school, church, or at store/mall asking what are some issues and needs of the community
- Get ideas from the local media newspaper, radio, televison
- Look for ideas on websites such as the National 4-H Council at www.4husa.org, Make A Difference Day at www.makeadifferenceday.org, Youth Service America at www.ysa.org, and/or Points of Light
- Look at your club's interest and how their talents can be used best
- Don't forget to look at resources available to your club -money, time, tools, etc.
- Consider the amount of time to complete the project
- Brainstorm ideas with your club write members' ideas on paper to share with club

B. Deciding on the Project:

- List projects on large paper or poster board
- Have members vote on top two or three projects by giving them five colored sticky dots to put on their favorite ideas members can use all five dots to vote on one project or vote on five different ideas. Narrow it down to the top two or three "dot" getters and then decide which will work for your club.
- List projects' benefits and challenges. Decide from your list which would fit your club's needs best. Time, resources, dates, money, or equipment needed may factor into the club's decision.
- Remember a good project meets the needs of the community according to the "Make a Difference Day" program.

2. Planning the Club's Project

A. A community service project committee should:

- Meet separately from the regular club meeting. The committee can meet before or after the club meeting or on another date.
- The committee should be made up of a few members and one advisor.
- The committee should bring an outline of work to be done on a calendar for the club.
- Have space on the work sheets/calendar for club members to sign up for various duties.
- At the 4-H club meeting, the committee should give the members the calendar and ask for volunteers for the various work assignments. Make sure everyone is involved. Many assignments will take more than one person.

B. Planning considerations:

- How many volunteers will you need for the project?
- Who is available to help on the day of the project?
- Remember to include adults.
- Assign groups with a leader for the various jobs gathering supplies, money, transportation to the event, refreshments, publicity on the radio, newspaper, television, and contacting any agencies involved (including safety people police, nurse, etc.).
- Do you need an added insurance policy on members involved in your project?
- Do you need permission forms or medical histories' of participants in case of an emergency?
- First aid kits on site.
- Do the 4-H members have permission to ride with an adult or another teen member?

C. Organization? "Who's on first? Who's on second?"

- Does every volunteer know what they are responsible for?
- Do the volunteers know what time?
- Do the volunteers know who is in charge?
- Do the volunteers know who to ask or where to find things?
- Do the volunteers know where they are going?
- Do they know when they will finish? This especially for youth who may need a ride from a parent.
- Did you write a list with all the tasks and volunteers responsible to share with each participant?
- Do you have a list of phone numbers members, adults, emergency, organization, etc.?

3. "Doing" the Community Project

It's time to do the project - let the fun begin:

- If all the details with "who, when, what, where, how" have been given to all the participants, then you are ready to let the fun begin.
- Take a copy of your plans with who is responsible for what to the project with phone numbers. Sometimes the best laid plans can go astray.
- Have a cellular phone on hand, with telephone book, and numbers.
- Bring any permission forms and medical forms with you to the project. Have a back-up person (adult) be responsible for these papers. Leaders are should appoint a person to take care of any medical emergencies (only calling 911, not treating).
- Begin on time. End on time.
- Remember to clean up any trash from the project area. Respect the area.
- At the end, tell everyone they did a great job. Thank your helpers.

4. Evaluating - Were you the strongest link?

A. It is important to take time with all those involved to look at the overall project:

■ Evaluation can be done through - group discussion, writing a journal or news article, or a survey of the participants

B. Reflect on:

- Did everyone have a role?
- Did everyone follow through with their assignment?
- Was the time frame adequate to complete the project?
- What changes would you recommend if your club was going to do a similar project?
- How were your supplies, money, resources, or refreshments?
- Who benefitted from the project?
- Was it fun?
- Was it creative?
- Did you enjoy doing it?
- Did club members and adults think others benefitted from he overall project?
- Did the club publicize the success to the community?
- Did you consider applying for an award, like Make a Difference Day?
- Would you recommend the project for others?

5. Reporting - Don't Be Shy Report your success(es)

- Inform the local media what your club accomplished "who, what, when, where, why, how"
- Have someone taking pictures for news stories or future publicity. Pictures for your 4-H Historian book and news reporter book would be a plus.
- Assign several club members to tell community leaders about your project 4-H Extension Office, Rotary, Lions, Kiwanas, PTOs, City Council, Community Boards, and elected officials, etc.
- By sharing your ideas with others, your project may grow to other areas or more people will become involved in the future.
- Have a committee to send thank you's to anyone who helped your club make this project a success.

Did your Community Service Project incorporate the five-step process?

- 1. Decision Making deciding on a project
- 2. Planning all members involved in outlining the details of the project
- 3. **Doing -** all members involved in stages of the project
- **4. Reporting -** members inform the newspaper, radio, television, public officials, and Extension Educators of project. Photos. Document for future.
- **5. Evaluating -** members discuss or write suggestions for improvements, changes, and impact of project for community and themselves personally

If your team members were all involved with the different five-steps, then you are a winner!

☆☆☆ SUCCESS is spelled:

If you have been able to organize a meaningful community service project that your club members have had fun participating in, then ...

YOU are the strongest link to your community!

Author: Nadine S. Fogt, Ohio State University -Fayette County Extension Educator, 4-H Youth Development; February 14, 2005



Planning A Successful Community Service Learning Project

Directions: Use these questions to guide an open discussion with your 4-H Club. Remember: The purpose of an open discussion is to come up with as many community service ideas as possible while determining some parameters for the community service project.

- 1. What types of community service projects have you participated in?
- 2. What did you like about these community service projects?
- 3. How much time are you willing to give to a service project?
- 4. What need(s) do you see in the community that the club could help with through a community service project?
- 5. Are there other groups, organizations or businesses who might partner with our 4-H club to conduct this community service project? If so, who might they be?
- 6. Based on the types of community service projects brought forth by the membership, discuss each community service project. Time commitment, resources needed, location, benefit to the community, number of people (youth and adults) to conduct the community service project, etc.
- 7. Discuss each potential community service project. Ask the club membership to vote on their top three. Once the top three are determined, discuss these three projects again before making a final decision.
- 8. Develop a plan with the club membership to carry out the community service project.
- 9. Review the community service project plan with the entire club membership and inform parents/legal guardians of the plan.
- 10. Conduct community service project as outlined in plan and take time to reflect on experience with club membership through discussions and dialog.
- 11. Share community service project work with local media, community leaders through news coverage, letters, photographs, scrapbook, etc.

Written by Tom Hopkins, OSU Extension, 4-H Educator, Ashtabula County.

COMMUNITY SERVICE IDEAS

Volunteer Forum November 21st, 22nd, 23rd, 2008

City Parks

Plant and take care of flowers, grass

Clean up dog messes

Improvements

Repair picnic tables

Mow Rake leaves
Improve lighting – safety Repair sidewalks
"Play Day" in the park Walking trail

Distance signage for walking, biking

Senior Citizens

Play T.P. Bingo (prizes are toilet paper and paper towels)

Take your dog (any animal) to visit

Take pictures & help them put photos in books

Sing for them Shop for them Make walker bags. Shovel snow

Plant flowers Have monthly birthday party

Mend clothes Have a craft day

Veterans and Soldiers

Programs Visiting them
Care Packages Make lap quilts
Make cards Volunteering

Place flags

"Adopt" for the holidays

Floor decorations for holidays

Letter writing

Plant gardens, flowers

Gift platters of goodies

Make ornaments

"Thank you" banners

Nursing Homes

Read to them Play games
Crafts Take pets to visit

Eat with them Caroling

Holiday baskets Perform and demonstrations

Club meeting there Fashion show Project showcase Making snacks

Pen-Pals Visit – let them tell their story

Handicapped

Respect for one another Include them in activities

Christmas Caroling

Less Fortunate

Food Baskets – July – November Coat Drive – Hats/mittens

Trick or Treat Vets: w/Bananas! Angel Tree Gifts

Toys for Tots! Salvation Army – Gifts/bellringer

Raking leaves

Pg. 2 Community Service Ideas

Environment

Recycle – Start a program/promote existing program Highway cleanup

Plant a community garden Sewing cloth bags for shopping

Ride bike/walk to meeting Water conservation

Foster Care

Invite to club meeting Positive role-models

Promote 4-H Baby sitting

Snacks Scholarship to camp
Day camp Teach healthy snacks

Display what they have made (store fronts, etc.)

Day Care

Fair tours Volunteer

Clean (sanitize) toys Mini-project fair

Christmas tree Lead Cloverbud Sessions
Train staff in 4-H Demonstrate 4-H project

Make pillowcases, mats

Hand washing

Day camp

Pets

Walk dogs

Demonstrate how to groom pets

Pet sit

Take pets to Nursing Home

Assist at Humane Society

Make pet blankets or sweaters

Collect donations for Humane Society Help people adopt pets

Terminally Ill

Shopping Food preparation
House cleaning Yard maintenance

Fund raisers Driving to/from appointments
Babysitting/childcare Notes of encouragement



Community Service Project Ideas

	HIZENSHIP
	Advocate for youth issues with governing bodies.
	Organize a Holiday Gift Center – where those who can't afford to buy gifts for their families can
	go to get gifts, clothes, toys, household items, food. Contact schools, doctors, and churches to
_	refer needy families.
	Organize a community service class at the fair, where all 4-H'ers are encouraged to make and exhibit items that will later be donated to charities.
П	Write a proposal asking that a vacant lot be turned into a playground or garden. Follow up, and
_	offer to help build the playground or plant and care for the garden.
	Write a proclamation for community beautification week. Get the Mayor to sign it. Distribute
	copies to newspapers, radio stations, organizations, and businesses. Get kids to volunteer.
	LTURAL EDUCATION
	Adopt a new immigrant family – help them connect to the community.
	Make ethnic holiday cookies for shelters, hospitals, or nursing homes.
	Organize a cultural festival to celebrate and share diversity (and food)!
GL	OBAL EDUCATION
	Investigate needs, publicize, collect and process items needed for disaster relief.
	Trick or Treat for UNICEF.
	TEROENERATIONAL PROGRAMMINO
	TERGENERATIONAL PROGRAMMING Make monthly visits to a Senior Pal (non-relatives, not living in a nursing home).
	Establish a once-a-week visit and activity time at a nursing home.
	Collect oral histories from the residents of a nursing home, print and share them.
	Help an elderly neighbor – mow, pull weeds, shovel snow, paint, etc.
	IDERSTANDING PHYSICAL AND MENTAL LIMITATIONS
	Older 4-H'ers conduct special 4-H program for institutionalized handicapped.
	Do a presentation or activity for a class of physically or mentally challenged students.
CO	MMUNICATION ARTS
	Read or tell stories to preschool children.
	Tutor younger kids to improve their reading & writing skills.
-	DEODMINO ADTO
	RFORMING ARTS Hold a talent show in your local community.
	Go caroling at the homes of the elderly and shut-ins.
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	SUAL ARTS
	Make holiday cards for people in nursing homes, hospitals – year round.
	Make small seasonal decorations for shut-ins, nursing homes, hospitals.
	Design and paint a mural in a public place with permission!

HILD DEVELOPMENT, CHILD CARE AND BABYSITTING Volunteer to help in preschools, after school child care. Lead a 4-H project for kids in after school programs.
OTHING AND TEXTILES Recycle discarded clothing into useful items for the needy. Make quilts for overseas, homeless.
DNSUMER EDUCATION Deliver demonstrations, presentations on consumer issues. Organize, promote, and volunteer in food recovery efforts to benefit those in need. Organize a neighborhood crime watch.
OME ENVIRONMENT Help shut-ins with needed home maintenance, and renovation. Clean up or paint over graffiti.
ARENTING AND FAMILY LIFE EDUCATION Volunteer to help with childcare for those who can't afford to pay.
Deliver stewardship presentations to elementary classes. Participate in a stream clean-up. Help plant trees in the community or as buffers along the stream. Encourage homeowners to test home well drinking water supplies.
IERGY Deliver demonstrations on energy conservation to schools, PTA, service clubs, etc. Offer to do home surveys to advise on weatherproofing and energy conservation.
Organize an Arbor Day Celebration – plant trees in public areas. Get permission! Plant wildlife food plots in public and private lands. Get permission! Advocate for parks, greenbelts. Plant wildflowers in public right-a-ways. Get permission! Establish demonstration plot of native plants in a park. Get permission!
ITDOOR EDUCATION/RECREATION Conduct a day camp for youth in poor neighborhoods. Partner with a youth organization Organize a "Volksmarch" of historic parts of your area, at a beautiful time of year. Collect for, build and install playground equipment.
Organize an Adopt a Highway Campaign. Promote a special summer week for citywide cleanup. Demonstrate home and yard composting throughout the community. Get your school to start a paper or aluminum-recycling program.
IEMICAL HEALTH Present anti-drug use programs for schools. Organize "kick butts" (anti-smoking) program at school.
ENTAL AND EMOTIONAL HEALTH Advocate or raise funds for mental & emotional health services in the community. Organize and staff a youth crisis hotline.

	Take food baskets to shut-ins. Help cook and serve at homeless center or shelter. Promote and take part in food recovery programs in restaurants, etc. for the needy.
	IYSICAL HEALTH Deliver presentations on health and exercise to teens, schools, service clubs, etc. Establish a fitness course in a public park. Get permission! Organize a bike hike. Share health tips with participants. Sponsor a community blood drive.
	Present safety demonstrations and programs at schools. Conduct safety surveys at homes, farms, tagging safety hazards. Sponsor a hunter safety course in the community. Campaign for streetlights or crosswalks at dangerous intersections.
	REER EXPLORATION AND EMPLOYABILITY Volunteer with service agencies that allow you to explore careers of interest.
	Serve on church, community boards and committees.
	ONOMICS, BUSINESS AND MARKETING Help organize a benefit auction.
	TRODUCTORY 4-H PROJECTS Clean up a public place, such as a park, school grounds, courthouse lawn. Get Permission
	DBBIES AND COLLECTIBLES Display your collection at a nursing home. Find a younger kid who needs a friend, and introduce them to your hobby
	ADERSHIP SKILLS DEVELOPMENT Serve on church, community boards and committees. Serve as chairs/superintendents at the county fair. Serve as a junior leader in your club.
	ISURE EDUCATION Provide special holiday activities for nursing homes. Assess community leisure needs, campaign with authorities for needed activities.
PE	RSONAL DEVELOPMENT Identify something you are not good at and volunteer to improve your skills. Volunteer with groups with whom you share an interest.
	CADING LITERACY Collect used children's books and make them available to those in need. Set up a book exchange. Read or tutor younger children.
SC	CIAL RECREATION SKILLS Lead bingo and other games for nursing home residents. Organize and conduct community celebrations.

	Send letters to the editor and call in shows reacting to local concerns of youth. Give testimony before city, county, school boards & councils to address problems facing youth.
AG	GRICULTURE EDUCATION Conduct a farm day for nursing home residents, schools, day care centers, etc. Assist with agriculture-related community events. Conduct a chick embryology program at a school, pre-school, day care center.
	Take pets to nursing homes. Raise guide dogs or helper puppies. Volunteer at the animal shelter. Get involved with the humane society.
	ANTS Establish flower and vegetable gardens at nursing home. Help residents care for them. Establish kid community gardens in a vacant lot. Get Permission! Plant flowerbeds in public places. Get Permission!
	Present science demonstrations in elementary schools. Tutor younger kids who have trouble in science.
	CHNOLOGY AND ENGINEERING Repair and paint a house for a needy family. Mentor young children to introduce them to computers. Make wooden holiday gifts for needy children.
	IYSICAL SCIENCES Demonstrate model rocketry to younger youth and explain the science behind it.

Written by Nadine Fogt, OSU Extension, 4-H Educator, Fayette County.



How Can Your Members Learn and Serve the 4-H Way?

We all enjoy playing on our home court. For you and your 4-H members, this means a special place you call your 4-H home – neighborhood, township, city, or county. <u>Community Service</u> and <u>service learning</u> projects are your club's community connection to putting "my hands to greater service" into 4-H action. The ultimate outcome is your club "Makes a Difference" in your community and your members learn new skills, apply

knowledge to real world needs and develop positive character qualities. Service learning experiences teach members empathy, social-responsibility, caring, respect and fosters self-esteem and confidence.

Community service is admirable, but service learning strengthens members and reinforces the importance of service. Successful

"Tell me, and I will forget.

Show me, and I will remember.

Involve me, and I will

understand."

Ancient Chinese Proverb

service learning begins with purposeful selection, planning, implementation and evaluation of service learning projects involving members in every quarter of the "Community Service Learning Game". Use <u>Planning A Successful Community Service Learning Project</u> to successfully guide your club through the four quarters.

Community Service Learning Game

1st Quarter: Members Select the Project

- Identify a community need. Encourage members to bring their ideas to a club- meeting, brainstorm as a club, conduct a survey or visit the web for ideas. Challenge members to think past last year's community service projects. Does your club always plant flowers or trees, pick up trash, donate food, adopt a family or visit a nursing home?
- Recognize skills, abilities and interest of members to address the need. Consider club size, members' ages, available time and resources.
- Decide collectively on a service project that meets a real community need.

2nd Quarter: Members Plan the Project

- Set learning goals "We will learn..." and service goals "We will make a difference because...".
- Define objectives to meet goals that are specific, measurable, achievable, realistic, and timely.

 Develop an action strategy to include a timeline, to do list, resource inventory, promotion plan and risk management checklist.

3rd Quarter: Members Do & Evaluate the Project

- Members do the work, adults guide and supervise. Are there enough tasks for everyone? Can members learn while having fun and being safe? Do the activities promote teamwork and build friendships?
- Reflect on personal experiences, member role(s), community benefit(s), and future project connections.

4th Quarter: Members Celebrate the Project

- Express gratitude to each other for a service well done.
- Share experience and results with local media, community leaders, and others.
- Rejoice together in "Making a Difference" in the community.

When the buzzer sounds, will your club have won the Community Service Learning Game, playing every quarter to its fullest. Will your club's community service learning activities encourage members to participate in service experiences with their projects?