

KANSAS 4-H RECORDS COORDINATOR: POSITION DESCRIPTION



PURPOSE:

To provide leadership/teaching of record keeping and project reporting to 4-Hers and assist them to develop these life skills.

RESPONSIBILITIES:

- All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
- Organize the record keeping and project reporting group.
- Communicate with 4-H members and families. Schedule and arrange for the meetings.
- Help members' complete records and project report forms.
- Attend club meetings when possible.

TRAINING AND ASSISTANCE:

- ☞ Club Leader
- ☞ Local K-State Research and Extension staff
- ☞ [Setting 4-H Project Goals](#)
- ☞ [Record Keeping & Project Report Forms](#)

TIME COMMITMENT:

1-year term, October to September. Record keeping and project reporting should be held at a time, place and frequency that is determined by you and the 4-Hers. With majority of time spent at the beginning of the 4-H year (goal setting) and prior to when records and reports are due at the local level.

QUALIFICATIONS:

- ☞ Interest in helping youth.
- ☞ Interest in 4-H educational programs.
- ☞ Knowledge in or willingness to learn about record keeping and project reporting.
- ☞ Ability to organize and coordinate.
- ☞ Ability to communicate with youth and adults.