

Dickinson County Project Committee Job Description

Responsible To: Dickinson County Extension Council

Committee Composition: Project Committees can be comprised of 9 adults (including 1 fair board representative and 1 extension council representative) and 2 youth. Only one person per household may serve on each committee. Committee members must reapply every three years based on their individual background screening date. Committees will annually elect their chairperson, preferably not a council or fair board representative.

Purpose: To enrich the project experience for youth in Dickinson County by creating a safe, caring environment for youth to develop positive life skills.

Responsibilities:

- Attend meetings of the respective committee.
- Participate in training sessions provided by ISU-Extension.
- Encourage, assist, and advise youth in their project work.
- Assist in planning/conducting hands-on educational experiences for youth, such as:
 - Workshops, Clinics, and Practice Sessions
 - Food Safety Quality Assurance (FSQA) Training – for animal projects
 - Animal verification processes (weighing, tagging, etc.) – for respective species
 - Fair (Set-up, exhibit day, stalling/exhibit spaces, clean-up, etc.)
- Review county fair book contents and make suggestions to the Extension office.
- Comply with your signed Iowa 4-H Volunteer Code of Conduct and all other guidelines and policies of Iowa State University Extension, the Iowa 4-H Program, the Dickinson County 4-H Program, as well as State & Local FFA Guidelines. (Infractions will be addressed by the Iowa 4-H Program, the local County Extension District, FFA or their appointed representatives and consequences could range from verbal warnings to removal from the Iowa 4-H or FFA program.)

Qualifications:

- Adult applicants must be a minimum of four years out of high school. It is preferred that youth applicants be in high school and have a valid driver's license or adult support in getting to and from committee work.
- Submit a committee application to the Extension Office.
- Complete a background screening and be approved by ISU-Extension & Outreach – Dickinson County.
- Possess a sincere interest in sharing knowledge and skills in a specific project area with youth.
- Exhibit a willingness and ability to work with committee members to accept responsibilities, share the work load, and fulfill committee tasks.
- Communicate effectively with youth, parents, volunteers, and staff.
- Recognize himself/herself as a role model for youth and others involved in the 4-H program.

Benefits:

- Opportunities to work with youth and support their interests.
- Project materials, audio/video materials, and other office equipment are available.
- Training and recognition opportunities are provided to all volunteers.
- Support from Fair Board Members, Extension Council, and ISU-Extension Staff

Salary:

- Unsalaries, volunteer

Agreement: Name _____ Signature _____ Date _____



