



New Family Coordinator Position Description

Title: New Family Coordinator

Purpose: To ensure that new 4-H members feel welcome in our 4-H club and to be a resource for them throughout their first year.

Responsibilities:

1. Welcome new families to our 4-H club.
2. Attend all meetings and greet all members.
3. Provide a “Greet Sheet” for new members and help them find a seat at their first meeting.
4. Work with club leader to provide a New Family Handbook for new families.
5. Review New Family Handbook with new families.
6. Set up a “buddy” system for current and new members. Recruit “buddies” and train them in their role.
7. Be the key point of contact for new families and answer any questions they may have.

Contact Person:

Club Leader

Resources Available:

New Family Handbook
Welcoming New 4-H Members fact sheet
Sample “4-H Green Sheet” (4-H information sheet template for club to customize)

Qualifications:

Enthusiastic about 4-H!
Enjoy working with youth and adults.
Enjoy sharing the benefits of 4-H.
Ability to communicate with youth and adults.
Like to meet new people.
May be a teen with an adult mentor.

Time Required:

2 year term. Be able to attend all club meetings.

I will work to “Make the Best Better” through my
role as New Family Coordinator

Volunteer’s Signature