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.
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

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Volunteer’s Signature