**Kansas 4-H records coordinator:**

**Position Description**

**PURPOSE:**

To provide leadership/teaching of record keeping and project reporting to 4-H members 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](https://bookstore.ksre.ksu.edu/pubs/4H1100.pdf)
* [Record Keeping & Project Report Forms](https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/ProjectRecognition.html)

**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-H members. 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.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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