



Master Family & Consumer Sciences Volunteer Program

Master Family & Consumer Sciences Volunteer Program *SAMPLE Volunteer Job Position*

The Master Family & Consumer Sciences Volunteer Program was developed through a partnership with the U.S. Department of Agriculture, National Institute of Food and Agriculture, Division of Family and Consumer Sciences and Montana State University Extension.

Volunteers are a vital part of the Cooperative Extension System and organizing a strong volunteer base is essential to its mission. Volunteers enable Extension to serve more participants through program delivery, ensure the relevancy of programs, and interpret the value of Extension to stakeholders. Through the involvement of volunteers, paid staff can be more effective in achieving the educational mission.

Responsibilities of Volunteers

There are many tasks that a volunteer may contribute to a Master Family & Consumer Sciences Program; however the specific role(s) and task(s) are dependent upon the core area of program and nature of outreach effort. To develop a list of duties it is recommended to review Module 1, Lesson 3 "Family & Consumer Sciences Volunteers" and list them.

Common Volunteer Roles:

- * attend _____ hours of volunteer training
- * make promotional and follow-up phone calls
- * prepare promotional and presentation handouts
- * prepare and maintain participant contact list
- * organize presentation refreshments
- * prepare and distribute achievement certificates
- * recruit and meet with program partners
- * track and maintain outcome records and database
- * maintain program website
- * other unique to your program needs