4-H Volunteer Writer

The 4-H Youth Development Program provides educational programming for youth ages 5 – 19 in a variety of settings. The 4-H Volunteer Writer is a volunteer unpaid position that will work directly with the 4-H Youth Development Agent of York County. 4-H Volunteer Writer will interact with 4-H volunteers, teachers, donors, and youth in their endeavors. They will become familiar with youth program structure and management.

Includes nutrition/fitness, science/technology, environmental, agricultural, and life skills teaching opportunities.

The 4-H Program Management competency ensures that volunteers understand and follow appropriate policies, procedures and safety guidelines, when acting on behalf of Extension.

Description of Project: York County 4-H newsletter is published quarterly, in August, November, February, and May of each year. The newsletter is emailed and published online to some 700 individuals.

Qualifications:

- Strong organization, editing and written communication skills
- Ability to manage deadlines
- Experience in journalism or developing newsworthy content
- Ability to work independently as well as part of team.
- Commitment to the mission of 4-H

Volunteer Responsibilities:

- Write and format 4 newsletters per year for York County 4-H for quarterly release
- Identify and provide content on past, present and future events of York County 4-H, 4-H Midlands Region, and SC State 4-H.
- Write articles on 4-H topics, events, SC & National history, 4-H member highlights/interview, in addition to success stories.
- Request stories from 4-H Clubs.
- Capturing event photos when available.
- Create a calendar featuring upcoming events.
- Add a bit of personal flare, ex. featured recipe, family D.I.Y project
- Attend yearly 4-H member Awards Night (held in November)
- Make recommendations on the improvements to the newsletter

Support Plan: All articles written by volunteers are submitted to the York Extension Office for review. Staff members are also available to help generate ideas or provide data if necessary.

Time commitment: The amount of time spent on an article varies by the length of the newsletter, this can range from 5-6 hours a month. Deadlines must be strictly observed. Rough draft of newsletter is due one week before due date, which is the first week of each monthly publication.

Position Reports to: York County 4-H Youth Development Agent

Benefits to volunteer: Gain experience in preparing a Non Profit newsletter

Send resume or interest letter to:
Faith Isreal, York County 4-H Youth Development Agent
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