**Family and Consumer Sciences**

**Volunteer Program Position Description**

**TEACHER**

**Position Title:**

Teaching Volunteer

**Purpose of Position:**

To provide program support and consumer education to assist in improving the health and well-being of Ohio residents.

**Responsibilities:**

* Work closely with county Family and Consumer Sciences personnel to deliver established curriculum.
* Copy, organize, and assemble education materials and other program supplies.
* Assist in the implementation of lesson plans for individuals and groups.
* Prepare and maintain participant contact list.
* Distribute and collect program evaluations.
* Assist county Educator in outreach, as needed.
* Track and maintain outcome records.

**Training and Support:**

* Complete 6 hours of online training prior to orientation
* Attend in-person orientation.
* Complete an additional 30 hours of training in subject matter specific to the content area to be taught.
* Additional training may be required on an annual basis.
* County Educators may provide additional leadership and support, as needed.

**Reporting**:

* This position reports to the County Educator.
* Additional reporting to the OSUE Family and Consumer Sciences Volunteer Program Coordinator.
* Documentation of all activities is required.

**Time Commitment:**

* This position requires the provision of a minimum of 30 volunteer hours of service to Family and Consumer Sciences Volunteer Program per year.
* Volunteer hours may be performed weekends or weekdays, depending on need and may vary seasonally.

**Qualifications:**

* High School Diploma or Equivalent.
* Basic knowledge of Family and Consumer Sciences programming.
* Ability to work well with others and respond to instructions from supervisor.
* Ability to relate to diverse audiences.
* Ability to communicate effectively both in-person and in writing.
* Maintains professional behavior.
* Well organized.
* Ability to transport self and materials to multiple locations.

**Level of Background screening required:**

* Volunteers will be subject to a BCI background check initially and on-going.
* Volunteers must provide two references and participate in an initial screening interview.
* All volunteers must agree to the OSU Extension Standards of Behavior.

Date:

Volunteer signature:

Date:

Extension Educator/Coordinator or County Director:

*09/30/2016*