

# STATE AMBASSADOR OFFICER TEAM ADVISOR JOB DESCRIPTION

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## **General Qualifications:**

1. Must be a registered 4-H leader within a Montana county
2. Must be willing to serve a two to four year term
3. Must promote Positive Youth Development

## **General Officer and Advisor Team Responsibilities:**

- The team serves as members of the planning committee for State Congress, Ambassador Fall Training, and Pre-Congress Weekend.
- Assist the team in participating in and give workshops at the State 4-H Leadership Forum, Ambassador Fall Training..
- Represent the Montana 4-H program at state-wide events and speak on behalf of the Montana 4-H Program.
- Attend the State Ambassador Officer Fall and Spring Retreat
- Actively participate in monthly State Ambassador Officer Teleconference/video meetings.
- Other duties as agreed upon by the State Ambassador Officer and Advisor Team
- *A very detailed description of all of the roles and responsibilities of each officer position can be found [here](#).*

## **Advisor Specific Responsibilities:**

- Coordinates training and development of State Ambassador Officers
- Assists the officers with defining and carrying out their duties
- Chaperones team at various State Officer Team activities and events (See 2<sup>nd</sup> page) Assists in the coordination of these activities events. Supporting the goals and responsibilities of the youth officers.
- Coordinates with 4-H Center advisor on details for lodging, meals, etc on team events
- Provides a positive support system for team members
- Upholds and maintains positive youth development principles

The Montana 4-H Leaders Council financially supports the Ambassador Officer Team advisor position. The advisor is provided with a stipend each year to cover and manage any travel or program expenses. Registration cost for state events and activities are supported by the Montana 4-H Foundation.

## **SCHEDULE OF AMBASSADOR OFFICER TEAM EVENTS AND ACTIVITIES\***

2018

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August/September Ambassador Officer Retreat (REQUIRED)

Possible Dates

- August 17-19
- August 24-26
- August 31 - September 2

September 28 –30: Montana 4-H Leadership Forum, Dillon (REQUIRED)

October 18-20: Ambassador Fall Training – Bozeman (REQUIRED)

November TBA: Ag Days (OPTIONAL)

2019

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January 19-21 Ambassador Officer Retreat and Legislative Breakfast (REQUIRED)

TBA: MT 4-H Council Meeting - (Council Representative Only) 25-26 MAGIE and  
KMON Great Falls (PREFERRED)

February TBA: Foundation Meeting - (Foundation Trustee Only)

March 22-24 Rec Lab, Chester (REQUIRED)

May/June TBA: Spring officer Retreat (REQUIRED)

July 7-9 Pre Congress – Bozeman (REQUIRED)

9-12 Congress – Bozeman (REQUIRED)

# MONTANA 4-H AMBASSADOR OFFICER APPLICATION FORM

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Name: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Years as a 4-H volunteer \_\_\_\_\_

The advisor position is in large part a mentoring position. Please describe your experience mentoring youth? Specifically, youth in leadership roles if possible.

What qualities do you feel you possess that will help you to carry out the roles and responsibilities of the officer team advisor?

What excites you the most about serving as the Ambassador Officer Team Advisor?

What is one thing that you would like to accomplish while serving in this advisor position?

**INCLUDE TWO LETTERS OF RECOMMENDATION.**

1 (one) from a 4-H youth

1 (one) from an extension agent or adult leader

*Neither letter can be from someone who is directly related to the applicant.*

**SIGNATURES**



I have read the Montana 4-H Ambassador Officer Team information. I understand and agree to the expectation and responsibilities of me if selected as a Montana 4-H Ambassador Officer Team Advisor.

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*Applicant*

*Date*



I have reviewed this application and believe the applicant prepared to fulfill the role of Montana 4-H Ambassador Officer Advisor and meet the expectations and responsibilities if selected.

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*MSU Extension Agent*

*Date*