

Volunteer Role Description

Title: Extension Master Food Volunteer (EMFV)

Location:

NC Cooperative Extension Program Supervisor:

Nature of Position:

The Extension Master Food Volunteer will assist North Carolina Cooperative Extension Family & Consumer Science (FCS) agent in providing support for food-related programming. The EMFV will complete 30 hours of core training in the following areas: basic nutrition, cooking techniques and demonstrations, food systems, local food, diversity and inclusion, food safety, and teaching strategies. Volunteers will then be required to complete 30 hours of shadowing and assisting the supervising agent during their first year in the program. With supervising agent approval, they will then be able to work on their own in the community as well as continue to assist and shadow the supervising agent.

Responsibilities:

When working with program participants:

1. Share unbiased, research-based information and consult with your FCS supervising agent to verify accuracy of resources and information.
2. Communicate with the FCS supervising agent about questions or problems, as the need arises.

When teaching classes:

1. Gather information from the FCS supervising agent on lesson plans, handouts, class size, target audience, and other logistics.
2. Implement NC EMFV program's risk management policies as outlined during the program orientation.
3. Follow the guidelines of the EMFV Standards of Behavior.
4. Review materials and research to be sure you have a solid understanding of your presentation and topic area.
5. Administer evaluations (and other forms as needed) and return the forms to your FCS supervising agent within 7 days after the program.

Other:

1. Serve as a team member with NC Cooperative Extension staff.
2. Maintain appropriate records (i.e. volunteer service hours).

Qualifications:

1. Interest in working with NC Cooperative Extension staff, state and county partners, and fellow EMFVs, in teaching families and individuals skills that will help develop overall wellness.



2. Commitment to follow program procedures, guidelines, and educational information.
3. Ability to communicate effectively with others.
4. Ability to know his/her limitations and when to refer questions to the FCS supervising agent.
5. Willingness and ability to give volunteer service time to related NC Cooperative Extension programs.

Benefits:

1. Receive in-depth training in areas listed previously.
2. Receive EMFV training materials and resources to use during volunteer service hours with the program.
3. Provide a valuable service to local residents.

Commitment:

1. Attend and participate in all sessions of the Extension Master Food Volunteer Training.
2. Shadow FCS supervising agent for 30 hours of within the first year after initial training.
3. Commit to 20 hours of volunteer service and 10 hours of continuing education per year.

**Volunteers will be required to complete a mid-year evaluation to assess their job responsibilities and program input. They will also be required to complete an end of year role description to specify their area of responsibility for future volunteer years.

Volunteer Signature

Date

