

4-H TEEN LEADER POSITION DESCRIPTION

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H/Youth Development Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

4-H Teen Leader

TIME REQUIRED:

The time commitment varies, depending on the Teen Leader's level of involvement with the Community Club Leader, Project Leader, or 4-H Staff. See Project Leader Guidelines—Time Commitment for further guidance.

GENERAL RESPONSIBILITIES:

Members who fulfill a leadership position by sharing their experience with younger members, or serving in a leadership capacity. Teen leaders can be involved in local county, district and state level 4-H activities in a variety of ways.

SPECIFIC RESPONSIBILITIES:

- Enroll annually as a teen leader on enrollment forms.
- Serve as a mentor to younger members.
- Be an active leader.
- Work with leaders to understand duties of a teen leader.
- Communicate with project leader, community club leader and/or 4-H Staff.
- If serving as primary project leader—see project leader job description.
- Follow all 4-H guidelines and policies of the University of Kentucky Cooperative Extension Service and 4-H program.

QUALIFICATIONS:

- Willingness to learn.
- The desire to help others.
- Positive role model.
- Positive attitude.
- Demonstrate patience.
- Effective communication skills.
- Good organizational skills.
- Enjoy working with adults and young people.
- Ability to work cooperatively with younger youth and adults.
- Ability to share decision-making responsibilities with adults and other youth.
- Ability to support another member while he/she seeks to accomplish a task.
- Help build a trusting relationship among members, leaders and 4-H staff.

POTENTIAL PROJECTS FOR TEEN LEADERS:

- Assist adult leaders in teaching specific project skills. Take full or partial leadership for a project. Work with younger youth to complete a project or to feel successful.
- Assume leadership of a short-term project -- a club activity, county event, community service, fundraising, etc.
- Serve as teen representative on a county organized board and committees. (4-H Council, Horse Show Committee, Livestock Program, Small Animal Association, etc.)
- Serve on a State Programming Committee.

- Promote 4-H through newspaper articles, window displays, school newspapers, demonstrations, public speaking, personal visits, etc.
- Assist with record keeping: Maintain club records and/or help members keep records of their 4-H experience. Maintain your own records of 4-H experiences and other activities.
- Organize community service projects as well as social activities.
- Participate in the planning and conducting of workshops at the local, regional, or state level.
- Assist in the training of new club officers.
- Orient new 4-H members and their families.
- Help 4-H members set goals and assist in periodic evaluation to assess their progress.
- Attend teen leader training workshops and re-teach material to clubs in the county.
- Assist at county events — workshops, fair, awards and recognition programs, trainings, horse shows, etc.
- Other teen leader opportunities can be designed to fit the interests and abilities of the individual teen; meet with the adult leader and/or 4-H staff to explore opportunities.

RELATIONSHIPS:

The teen leader accomplishes tasks by working with the Community Club Leader, Members enrolled in the project, project leaders, University of Kentucky Extension 4-H staff, the county 4-H councils and committees.

BENEFITS:

- Appropriate manuals, pamphlets, audio visual aids, newsletters and other resource material will be provided.
- Professionals will be available to consult with volunteers on a one-to-one basis.
- Recognition and awards will be given to volunteers.
- Opportunity to work with youth and provide support and growth experiences.

SALARY:

Unsalaries; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL:

County Extension Agent for 4-H/Youth Development

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 Signature of Volunteer

 Date

 Signature of Extension Professional

 Date