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# 4-H COMMUNITY CLUB ORGANIZATIONAL LEADER

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## VOLUNTEER POSITION DESCRIPTION

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

### POSITION TITLE:

4-H Community Club Organizational Leader

### TIME REQUIRED:

One club meeting per month, August through July; two hours per club meeting and three hours club supervision/organization monthly

### LOCATION:

Supervision: \_\_\_\_\_ County Cooperative Extension Service or other location.  
Meeting/Organization: Home, Church, School or suitable location

### GENERAL PURPOSE:

Coordinate and supervise a 4-H Community Club in \_\_\_\_\_ County following Kentucky 4-H Guidelines.

### SPECIFIC RESPONSIBILITIES:

- + Schedule meeting and activities calendar
- + Oversee monthly club meetings
- + Recruit members
- + Recruit club leaders for monthly meeting activities, refreshments, fund raising, transportation and member reminders
- + Serve as club volunteer contact with 4-H agent, notifying agent of club activities and arranging (monthly) meeting room
- + See that club news gets to 4-H agent for the county 4-H newsletter
- + Encourage the club secretary, or reporter, to send the meeting report to the local newspaper for publishing
- + Sign club's non-discrimination statement
- + Encourage club members' participation in county, area and state events
- + Distribute and collect members' project enrollment forms
- + Secure two volunteers to serve as County 4-H council Delegates

## QUALIFICATIONS:

- + Must complete the Kentucky 4-H Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Ability and willingness to work with youth
- + Desire to share knowledge and expertise
- + Ability to work with 4-H agent, other club leaders, members and their parents
- + Delegate responsibility tactfully
- + Become familiar with University of Kentucky and the Cooperative Extension Service

## BENEFITS:

- + Gain respect as a community volunteer
- + Working with youth and youth leaders
- + Develop organizational and time management skills
- + Opportunity to attend State volunteer leader forum, and other 4-H leader workshops

## SALARY:

Unsalaries; Volunteer

## MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

NAME: Catherine P. Webster

ADDRESS: P.O. Box 446/300 North Main Street

CITY, STATE, ZIP: Franklin, KY 42135

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Volunteer Signature\_\_\_\_\_

Date\_\_\_\_\_

Agent's Signature\_\_\_\_\_

Date\_\_\_\_\_