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# 4-H Community Club Leader

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## VOLUNTEER POSITION DESCRIPTION

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

### POSITION TITLE:

4-H Community Club Leader

### TIME REQUIRED:

Club meetings are once a month; preparation time is three to four hours a month; events may require an additional three to six hours a month.

### LOCATION:

CES office or other location.

### GENERAL PURPOSE:

Lead and coordinate activities of local community club; recruit members and volunteers for community club; organize club activities and events.

### SPECIFIC RESPONSIBILITIES:

- + Work with 4-H Agent to coordinate meetings/ activities
- + Conduct monthly meetings
- + Provide leadership to club members and volunteers
- + Set up meeting site and times
- + Assist in planning activities
- + Encourage youth participation and parental involvement
- + Be aware of 4-H projects, help members select projects, direct members to help with projects if needed
- + Identify community service activities to be involved in
- + Provide information and dates of other programs to club members
- + Encourage youth to take active roles in their community

## QUALIFICATIONS:

- + Must undergo the Kentucky 4-H volunteer application and screening process and be accepted as a volunteer
- + Provide own transportation to meetings and activities
- + Sincere interest in helping youth become productive citizens and fostering a sense of community
- + Able to communicate clearly with Extension staff, volunteers, club members, and parents
- + Ability to organize information and delegate responsibility
- + Independent thinking, requires minimum supervision
- + Interest in working with youth and sharing skills with them

## BENEFITS:

- + Opportunity to work with you and see them develop into adulthood
- + Improve your leadership, communication, organizational skills
- + Attend volunteer recognition programs/ volunteer forum
- + Professionals available to consult on 4-H, youth development issues for conflict resolution
- + Strengthen your local community

## SALARY:

Unsalaries; Volunteer.

## MENTOR/SUPERVISING PROFESSIONAL:

4-H Extension Agent

NAME: Regina Browning  
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E-MAIL: [rbrownin@uky.edu](mailto:rbrownin@uky.edu)

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_