


4-H CLUB ORGANIZATIONAL LEADER

VOLUNTEER POSITION DESCRIPTION

Kentucky 4-H Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

4-H Club Organizational Leader

TIME REQUIRED:

One 4-H program year (September 1st - August 30)
Monthly one hour meetings: preparation time and recruitment time

LOCATION:

(Home, church, school, community center, etc.)

GENERAL PURPOSE:

- + Serve as a liaison between the county Extension office, local 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs
- + Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youths grow and reach their fullest potential
- + Develop members, parents and other volunteers by informing them of and encouraging them to actively participate in appropriate 4-H activities and opportunities

SPECIFIC RESPONSIBILITIES:

- + Be committed to young people and their development in all areas
- + Serve as the primary communication link between the county Extension office, county Extension 4-H professional and the club
- + Secure club organization materials from the county Extension office
- + Complete enrollment forms and other registration forms as requested by the county Extension office
- + Provide the county Extension office with a copy of the current club constitution and club programs

- + Ensure adequate supervision at all club functions
- + Involve members in developing club programs, including project work, community service, social events and participation in county, area, and state events
- + Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities
- + Publicize and promote activities in which the club is actively engaged
- + Maintain appropriate communications with, and coordinate the contributions of, other club volunteers
- + Be dedicated to developing young people and sensitive to their abilities and needs
- + Encourage 4-H members' and parents' interest and participation
- + Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities
- + Follow all 4-H guidelines and policies of the University of Kentucky Cooperative Extension Service, the Kentucky 4-H program, and the area and county 4-H programs.
- + Recruit new members
- + Attend all (or most) of the club meetings and activities
- + Read 4-H newsletters and literature from the county Extension office and keep members, parents and other volunteers informed
- + Participate in one or more volunteer development opportunities each year
- + Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work
- + Inform members and parents of project education and evaluation requirements and dates
- + Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve
- + Praise members for the progress they make

QUALIFICATIONS:

–An individual serving as 4-H Club Organizational Leader must have:

- + Completed the Volunteer Application process and have been approved by the Youth Protection/Risk Management Committee
- + The ability to provide information and motivate youth while nurturing positive self esteem, decision-making, responsibility and leadership in the youth
- + A sincere interest in sharing knowledge and experiences and skills with youth and adults in an informal educational setting
- + The ability to organize information and materials and delegate responsibility
- + The ability to work and communicate effectively in verbal and/or written forms
- + The ability to motivate parents and other volunteers to assume leadership positions
- + The ability to work with minimal supervision from professional staff
- + A sincere interest in working with other volunteers and professional staff in an educational setting
- + A willingness to become familiar with and work with the philosophy and guidelines of the University of Kentucky Cooperative Extension Service, Kentucky 4-H Program and county 4-H program

BENEFITS:

- + Educational opportunities will be provided to help the volunteer meet the needs members, volunteers and parents.
- + Appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials will be provided.
- + Professionals will be available to consult with volunteers on a one to one basis.
- + Opportunities for professionals to listen to volunteers' ideas to help improve the 4-H program will be available.
- + Recognition and awards will be given to volunteers.

SALARY

Unsalaries; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

County Extension Agent for 4-H/Youth Development (or agent in charge of 4-H)

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: