


4-H SCHOOL CLUB LEADER

VOLUNTEER POSITION DESCRIPTION

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

POSITION TITLE:

4-H School Club Leader

TIME REQUIRED:

Once per month for an entire year

LOCATION:

Cooperative Extension Service office or other meeting place

GENERAL PURPOSE:

- + Serve as a liaison between the county Extension office, local 4-H professional, the school, teachers and administrators, 4-H members, their parents and other volunteers regarding 4-H school club programs
- + Support 4-H professionals, school administration and faculty, volunteers and members in conducting meaningful educational experiences to help youths grow and reach their fullest potential
- + Inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities

SPECIFIC RESPONSIBILITIES:

- + Be committed to young people and their growth in all areas
- + Advise 4-H club members regarding their contributions to and participation in club activities
- + Be dedicated to 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 CES, the Kentucky 4-H program and the county 4-H program
- + Read 4-H newsletters and literature from the county Extension office and keep members, school administration and faculty, 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
- + Teach or direct members and their parents to project resources
- + Inform members and parents of project 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:

- + Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- + Must provide own transportation to club meetings, activities and instructional meetings
- + 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 work with minimum 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 CES, Kentucky 4-H program and county 4-H program
- + Must attend state Volunteer Forum each year

BENEFITS:

- + The opportunity to work with youth and provide positive support and growth experiences
- + To develop lifelong friendships with youth, parents and other volunteers
- + To develop communication and leadership skills
- + To learn organizational and time management skills
- + Skills gained to expand career growth and potential
- + Gain respect for community needs and civic responsibilities
- + Provide scholarship to state Volunteer Forum
- + Provide educational training opportunities that will help the volunteer meet the needs of members, advisors and parents

- + Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- + Have professionals available to consult with leaders on a one to one basis
- + Provide opportunities for professionals to listen to leaders' ideas to help improve the 4-H program
- + Provide appropriate recognition and awards to leaders

SALARY:

Unsalariated; Volunteer.

MENTOR/SUPERVISING PROFESSIONAL

Mentor/Supervising Professional

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL: