

4-H CLUB ROLES FOR ADULTS

CLUB COORDINATOR

- DUTIES:** Serve as a link between the Extension Office and the club
Stay informed about opportunities for club
Provide materials to appropriate volunteers
Provide needed information to Extension Office
Provide guidance & help to club officers
- Skills:** Needs to be well organized, able to delegate tasks, and have good communication skills
- Time:** Will need to spend some time planning for each monthly meeting, maintain enrollment and summary forms, and keep in phone contact with appropriate volunteers - about 1 to 6 hours monthly

PROJECT COORDINATOR

- DUTIES:** Serve as a contact between project leaders and club coordinator
Recruit project leaders and keep in contact with them
Obtain scheduling information for sign ups
Obtain completion reports from leaders
Help obtain project resources & materials
- Skills:** Supportive and encouraging attitude
Comfortable with phone/in person visits
Persuasive
Good organizational and follow up skills
- Time:** Two to three phone visits per leader, project scheduling, project completion - about 3 hours monthly with more during fall sign up and spring completion

ACTIVITIES COORDINATORS

- DUTIES:** Be the club contact for one or more county activities
Keep informed on the activity
Encourage and plan for the club's involvement
Do orientation for members participating
Help members with sign up, scheduling, and planning
- Skills:** Enthusiasm and a sense of adventure, encouraging to members and parents, responsible
- Time:** Gather & read information on activity, planning club orientation, support for participants about 8 hours for an activity

Activities can include: Round Up, Awards Supper, 4-H Day, Farm & Forest Expo., Fair Exhibit, Fair Food Booth, County Records, Fashion Revue, Judging or Quiz Bowl

CITIZENSHIP COORDINATOR

- DUTIES:** Make suggestions of community service activities
Get club consensus on participation
Help club plan participation
Help club promote accomplishments
- Skills:** Awareness of community events and needs, able to develop community contacts, able to build sense of community responsibility in youth, publicity
- Time:** Obtain information, organize/supervise activity(s), publicize activity - about 9 hours each activity

RECREATION/SKILLS COORDINATOR

- DUTIES:** Plan games, activities, life skills activities as fun for each monthly meeting
Supervise the activities or recruit members to supervise
Report member progress in life skills
- Skills:** Enthusiasm for learning through fun, able to observe member progress in interpersonal skills, able to build group enthusiasm, willing to use 'new games' type activities for recreation
- Time:** Preparation for each meeting, supervision of recreation - about 2 hours monthly.
Evaluation - 1 hour annually

JUNIOR LEADERSHIP COORDINATOR

- DUTIES:** Encourage leadership opportunities for members such as committees, officers, leader assistants.
Provide guidance to these junior leaders, helping them set goals and plan their responsibilities.
- Skills:** Faith in members' abilities to take on responsible roles, good rapport with youth, good communication skills.
- Time:** Two to three hours a month, more during fall sign up

CLOVERBUD LEADERS

- DUTIES:** Plan meetings for 5-7 year olds using Cloverbud Curriculum
Manage meetings
Encourage cloverbuds' participation in appropriate county activities
- Skills:** Enjoyment of 5 to 7 year olds, able to select activities and prepare necessary materials for those activities, able to treat all cloverbuds equally and to involve them all in activities
- Time:** Preparation and supervision of each meeting - 2 to 3 hours per meeting

PROJECT LEADERS

- DUTIES:** Help members set goals in project area
Plan activities to help meet these goals
Encourage learning by hands on activities
Help members understand project expectations
Encourage participation in project events
Teach and encourage safety awareness in project work
- Skills:** Interest in a particular project area, ability to teach youth without doing it for them, willing to learn along with members, able to build rapport and respect with members
- Time:** Preparation and supervision of project meetings - about 2 hours per meeting

