



4-H CLUB ORGANIZATIONAL LEADER VOLUNTEER SERVICE DESCRIPTION

TITLE: 4-H Club Organizational Leader

DESCRIPTION:

The 4-H Club Organizational Leader is the key individual who encourages and coordinates the 4-H activities of members, volunteers, and parents at the club level. This person serves as the chief communication link between the county Extension Office/4-H professional and the members, parents, and volunteers in the club. These responsibilities can and should be delegated where appropriate.

DUTIES:

- ✓ Serve as the primary communication link between the county Extension office and the club.
- ✓ Complete enrollment, evaluation, and other reports in a timely manner as requested by the county Extension office.
- ✓ Ensure adequate supervision at all club functions and conduct all activities in a safe and healthy environment.
- ✓ Involve members in developing club programs, including project work, community service, social events, and participation in county and state 4-H 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.
- ✓ Work with the club reporter to publicize what the club is doing.
- ✓ Encourage 4-H members' and parents' interest and participation.
- ✓ Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- ✓ Attend all (or most) of the club meetings and activities.
- ✓ Establish and maintain a healthy attitude toward competition.
- ✓ Coordinate planning and execution of all programs with other leaders.
- ✓ Recruit, guide, and counsel project leaders.
- ✓ Study and comply with the "Reducing Risk for 4-H Volunteers" fact sheet.
- ✓ Read 4-H/Extension newsletters(s) and literature from the county Extension office and keep members, parents, and volunteers informed.
- ✓ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- ✓ Recruit new members when the club has openings.
- ✓ Participate in training and conduct activities in compliance with Cooperative Extension guidelines.
- ✓ Conduct yourself in a responsible manner and serve as a positive role model for youth.
- ✓ Keep 4-H staff informed of club or project activities.
- ✓ Maintain up-to-date enrollment with your County Extension office for yourself, your members, and other volunteers you direct.
- ✓ Welcome all youth, their families, and other volunteers to participate in the program, regardless of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran's status.

QUALIFICATIONS:

- ✓ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ✓ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ✓ The ability to organize information and materials and delegate responsibility.
- ✓ The ability to work and communicate effectively and keep confidence.
- ✓ The ability to motivate parents and other volunteers to assume leadership positions.
- ✓ The ability to work with minimal supervision from professional staff.
- ✓ Dedication to young people and sensitivity to their abilities and ideas.
- ✓ Have the interest of people at heart and maintain a willingness to work with other people in the community.

BENEFITS:

- ✓ The opportunity for personal growth and leadership development.
- ✓ Opportunities to meet new people and to go new places.
- ✓ Satisfaction of contributing to the positive growth of youth.
- ✓ Value as a youth educator and a partner in UNH Cooperative Extension's youth development program.
- ✓ Respect and gratitude of members, volunteers, parents, and the community.
- ✓ Opportunities for increasingly responsible leadership roles.
- ✓ Out-of-pocket expenses and mileage deductible on income taxes.

RESOURCES AVAILABLE:

In your role as a volunteer staff member, Cooperative Extension agrees to provide training, the "4-H Leader Handbook," educational materials, and individual support and guidance, as requested or needed, to enable you to fulfill your volunteer role.

TIME COMMITMENT:

Varies depending upon level of activity of the club. A typical schedule includes monthly club meetings, meetings with club officers and committees, attendance at leader training, and other opportunities as desired.

RELATIONSHIPS:

Communicate with the county Extension staff, other club leaders, members, parents, and the community. Enrolled 4-H volunteers are considered unpaid staff members of the University of New Hampshire Cooperative Extension and are responsible to the County Extension Educator, 4-H & Youth Development.

