



## 4-H Project Leader Volunteer Service Description

**TITLE:** 4-H Project Leader

**DESCRIPTION:**

Project Leaders work with individual members or a group of youths enrolled in the project area to support and guide their learning of knowledge, skills, and attitudes. Help individual members select appropriate projects and to set suitable goals. Utilize the “learn-by-doing” teaching method. Provide encouragement and guidance to members. Be supportive of other club leaders.

**DUTIES:**

- Plan and hold project work meetings.
- Encourage youth. Teach both project-specific skills and character development.
- See that the member fills out the necessary records in the project area.
- Find, train, and encourage junior leaders in this project area.
- Encourage parents to provide appropriate project support at home.
- Encourage members to set fitting goals and to complete project work as planned.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- Make sure members are progressing with their projects during the year.
- Utilize resources in the community.
- Ensure adequate supervision at all club functions and conduct all activities in a safe and healthy environment.
- Challenge members to take part in a variety of 4-H opportunities.
- Advise the club organizational leader regarding members’ project completion and maintain open communications.
- 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.
- Study and comply with the “Reducing Risk for 4-H Volunteers” fact sheet.
- Keep 4-H club members and leaders informed of project activities.
- Complete evaluation materials as requested by the county Extension office.
- Ensure adequate supervision at all club functions.
- Involve members in planning project work, community service activities, social events, and participation in county and state 4-H events.
- Encourage 4-H members' and parents' interest and participation.
- Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
- Read 4-H/Extension newsletters(s) and literature from the county Extension office and keep members, parents, and volunteers informed.
- Maintain and submit necessary reports in a timely manner including record of volunteer hours, annual club summary report and other reports as requested.

**QUALIFICATIONS:**

- Have a basic understanding of the subject area and/or a willingness to attend training.
- Enthusiasm, patience, and understanding.
- Have an interest in youth development and an understanding of how children grow.

- Have the ability to share decision-making and responsibilities with youth.
- A desire to help youth by providing hands-on experiential learning experiences.
- Dedication to young people and sensitivity to their abilities and ideas.
- The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in youth.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively so that youth may learn.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to work with minimal supervision from professional staff.

**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 and individual support and guidance, as requested or needed, to enable you to fulfill your volunteer role. Additionally, 4-H member and leader manuals and other printed and audiovisual materials are available for many projects.

**TIME COMMITMENT:**

Varies depending upon the project(s) selected and level of activity of the club. Expect to hold project meetings, participate in project-related activities, attend project training workshops, and report back to the club.

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

*July 2011*

*University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.  
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.*