



4-H Club Organizational Leader Volunteer Service Description

Position: 4-H Club Organization Leader

Purpose

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.

Term of Appointment

From October 1st to September 31st (renewable upon agreement of volunteer and Extension Staff member.) This agreement may be terminated by either party, regardless of reason. Such termination shall be by written notice to the other party and, shall be effective immediately upon request.

Time Required

Monthly meetings at minimal. Additional time will vary with size and scope of club. Typical schedule includes monthly meetings, meetings with club officers and committees, attendance at leader training and other opportunities as desired.

Accountability

Responsibilities are limited to the scope of the duties defined in this service description. Accountable to the 4-H Extension staff. The goals as agreed upon are met as shown by:

_____.

Responsibilities

- Follow all guidelines and policies of UNHCE and 4-H and the county program.
- Maintain close contact with Extension staff and county office.
- Willingly share knowledge and involve youth and adults in the program.
- 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 newsletter(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 race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability.
- Maintain and submit necessary reports in a timely manner including; record of volunteer hours, annual club summary report and other reports as requested.

Qualifications

- Must have successfully completed the UNHCE volunteer application, screening agreement process.
- A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of the University of New Hampshire Cooperative Extension and the county program.
- 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 in verbal and written form, 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.
- The ability to accept and follow through with responsibilities
- 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.

Resources

Orientation, training and support from UNHCE office.
Assistance from other volunteers, staff.

Benefits

- The opportunity for personal growth and leadership development.
- Affiliation with UNH and interaction with professionals in the field.
- 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.
- Liability protection for volunteer service to Extension under RSA508:17.
- Expenses incurred and miles driven are tax deductible.

UNHCE Role

The University of New Hampshire Agrees to:

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional available for consulting with one-on-one basis
- Provide opportunities for Extension Staff to listen to the organizational leader's ideas for improvement
- Provide appropriate supervision, evaluation, and recognition.

[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.*