4-H Volunteer Club Leader Job Description and Agreement

Position Title: 4-H Volunteer Club Leader

Term of Responsibility: 1 year minimum, but leaders are encouraged to serve for several consecutive years.

Time Commitment: Average of one hour of planning time for every one hour of club activity. Two hours each month to attend Leaders’ Council meetings or additional training. Additional time may be committed at the discretion of the individual.

Purpose: Provides overall 4-H club leadership. Also coordinates members, parents and involves other leaders. The 4-H club coordinator communicates with other volunteers, county 4-H staff member, club members and 4-H’ers’ parents and families to maintain smooth operation of the club. Support youth, volunteers and county 4-H staff members in conducting meaningful, educational experiences to help youth grow and reach their fullest potential. 4-H Club Leaders can be an individual, a team or a group of people that have specific roles that fulfill the 4-H Club Leader responsibilities. Team members can be a youth-adult partnership.

Responsibilities:

Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.

□ Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.
□ Encourage youth leadership through committees, demonstrations, junior leadership and individual guidance.
□ Encourage youth to learn and experiment with new ideas, techniques and skills.
□ Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise youth for the progress they make.
□ Inform and encourage members, parents and other volunteers to actively participate in 4-H opportunities.

Provide a safe environment for all youth.

□ Follow all guidelines and policies of University of Nevada Cooperative Extension, the Nevada State 4-H program and the county 4-H program.

Coordinate project activities (meetings, work sessions, demonstrations, educational tours).

□ Attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.
□ Recruit new members, including underserved youth, when the club has openings. Seek assistance from the county 4-H staff member in designing and distributing fliers, writing news releases, etc.
□ Recruit project and activity leaders when needed.
□ Guide the club in setting goals, planning and carrying out activities.
□ Assist the club in evaluating activities and implementing changes when needed.
□ Read 4-H newsletters and information from Cooperative Extension and share with members, parents and other volunteers.
□ Inform members and parents of project requirements and deadlines.
□ Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

Work closely with the county Cooperative Extension staff regarding learning activities and materials, problems and participation in county, area, state and national events.

□ Attend monthly leaders’ council meetings and other program planning sessions or send a 4-H teen leader, adult leader, member or parent to represent your club.
□ Collect enrollment and other information needed by Cooperative Extension and adhere to deadlines.
☐ Keep county 4-H staff member informed of club activities.
☐ Inform county 4-H staff member of fundraising plans before implementation.
☐ Participate in one or more volunteer development opportunities each year.
☐ Submit year-end financial and other reports to Cooperative Extension by the deadline.

Qualifications:
- Sincere interest in working with youth and adults in the community
- Ability to communicate with youth and adults
- Ability to resolve conflict positively and constructively
- Ability to organize, plan, delegate responsibility and carry out assignments
- Time to carry out the club leader role
- Willingness to seek out resources and information
- Positive role model for youth
- Motivate and foster positive self esteem, decision making, problem solving, responsibility, leadership, career exploration and other life skills in youth

Resources Available:
- Cooperative Extension provides leader training and offers subject matter training upon request; 4-H manuals, pamphlets, audio-visual aids, resource library, newsletters, and other resource materials including names of project resource people and information on national and state leaders’ forums and training sessions.
- Resource volunteer leaders are available to offer subject matter assistance and share past experiences as a 4-H leader.

Requirements: Volunteers must meet the following requirements before participating as a 4-H club leader.
1. Complete and return the volunteer application, enrollment card, Code of Conduct, 4-H Leader Job Description and Agreement, University Volunteer Agreement, and Recognizing and Reporting Child Abuse and Neglect Self Study Guide.
2. Three completed reference forms. (The Cooperative Extension office will mail out forms and self-addressed, stamped envelopes to the references listed on the volunteer application.)
3. Complete leader certification training.
4. Review University of Nevada Cooperative Extension and Nevada 4-H program policies.
5. Submit to FBI for a fingerprint background check. (Fingerprints are taken by Cooperative Extension staff in accordance with Nevada State Law.)

Agreement:
I have read the above job description and agree to carry out the responsibilities described therein.

Signed _______________________________ Date ____________________

I have discussed the volunteer responsibilities and staff support with the above signed volunteer. The Cooperative Extension office and 4-H staff will provide assistance as indicated.

Signed _______________________________ Date ____________________

This form should be returned to 4-H staff at your local Cooperative Extension office.