

Cornell Cooperative Extension of Madison County Volunteer Position Description

Title: 4-H Club Organizational Leader

Purpose of Position: The organizational leader establishes and maintains a 4-H club which offers youth development activities for school-aged youth. Conducts educational experiences to help youth grow to their fullest potential.

Responsibilities (or Tasks):

- ☞ Plan educational experiences for youth based on 4-H Projects and other appropriate material
- ☞ Involve members and parents in planning an annual club calendar
- ☞ Arranges for appropriate meeting facilities, project materials, assistance
- ☞ Follow all 4-H Guidelines and Policies as outlined in the 4-H Club Leader Handbook
- ☞ Inform and encourage members and parents to actively participate in appropriate 4-H opportunities.

Anticipated Audience: Ongoing unsupervised contact with school-age youth.

Expected Results: Youth who join the club will enjoy learning and experience personal growth and a sense of belonging in a safe environment.

Training and Support:

- * Required to attend new leader Orientation
- * Participate in one or more volunteer development opportunities each year
- * A library of Project guides, teaching kits, and equipment available through the CCE office
- * Supervised by designated CCE staff with 4-H youth development responsibilities

Reporting: Complete enrollment forms, financial reports and club calendars as requested by the CCE office. Participate in regular “Clover Calls” with CCE staff.

Time Commitment: 1-3 hours per week. 1 year commitment.

Qualifications:

- ★ A sincere interest in teaching and sharing knowledge and skills with youth
- ★ The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership skills
- ★ Effective communication, organization and interpersonal skills
- ★ Successful completion of screening process (including references, interview and criminal background and DMV checks)

Benefits:

- ☺ Enhance personal leadership skills
- ☺ Derive satisfaction from helping youth reach their fullest potential
- ☺ Build relationships with other volunteers.