



## 4-H Adult Volunteer Organizational Club Leader Job Description and Agreement

**Position Title:** 4-H Adult Volunteer Organizational Club Leader

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

**Time Commitment:** Average of one hour of planning time for every one hour of club meeting/activity including but not limited to meetings, special events, and fund raising, complete required member and leader documentation and travel. Additional time may be required to attend mandatory and/or elective training. Further time may be committed at the direction of the 4-H Volunteer or at the request of the WVUES agent.

**Purpose:** Provide overall 4-H Club leadership, organization of club records, facilitate quality club program and serves as liaison for club and extension. Coordinate members and parents and involve other leaders. The 4-H organizational leader communicates with other volunteers, county 4-H faculty or staff member, club members and 4-H'ers' parents and families to maintain smooth operation of the 4-H learning experience. Supports youth, volunteers and county 4-H faculty and staff members in conducting meaningful, educational program experiences to help youth grow and reach their fullest potential.

### **Responsibilities:**

- Commit to young people and their growth. Be sensitive to their abilities and needs by:
  - Helping 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.
  - Encouraging youth leadership through project demonstrations, leadership and individual guidance.
  - Encouraging youth to learn and experiment with new ideas, techniques and skills.
  - Providing 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.
  - Informing and encouraging members, parents and other volunteers to actively participate in 4-H program opportunities.
- Provide a safe environment for all youth by:
  - Following all guidelines and policies of West Virginia University Extension, the West Virginia 4-H program and the county 4-H program.
- Coordinate club activities (workshop sessions, demonstrations, and educational tours)
  - Attend project meetings and activities. If unable to attend, make arrangements for another trained 4-H assistant leader to oversee activities.
  - Recruit new members, including underserved youth. Seek assistance from the county 4-H faculty or staff member in designing and distributing fliers, writing news releases, etc.
  - Recruit assistant project leaders when needed.
  - Guide the member in setting goals, planning and carrying out activities.

- Assist in evaluating project activities and implementing changes when needed. Read 4-H newsletters and project information from Extension and share with members, parents and other volunteers.
  - Inform members and parents of project requirements and deadlines.
  - Welcome parent's ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Work closely with the County Extension Faculty and staff regarding project learning activities and materials and problems encountered in your project area
- Encourage and ensure club members participation in county, area, state and national project events.
  - Attend mandatory training sessions and meetings.
  - Understand documentation requirements and meet deadlines for delivery to the WVUES county office.
  - Contact county faculty/staff when concerns/questions arise concerning project operation, member, volunteer or parent issues, or questions about documentation.
  - Report all accidents to the county faculty/staff immediately.
  - Consult with county faculty/staff and complete travel request form prior to county/state field trips.
- Collect enrollment and other information needed by Extension and adhere to deadlines.
- Receive permission from county faculty member in charge of overseeing the 4-H program of fundraising plans before implementation.
  - Ensure that county 4-H faculty and staff are informed of your project activities.
  - Participate in one or more volunteer development opportunities each year.

**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 project leader role
- Willingness to seek out resources and information.
- Serve as 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
- Understand the relationship of the West Virginia University Extension Service to the county and 4-H organizations.

**Requirements:** Volunteers must complete the required screening and training as outlined on the Organizational Leader Record prior to enrolling members in their club.

**Volunteer is responsible to:** Youth; and serves under the direction, leadership and supervision of the Faculty member in charge of 4-H in Berkeley County.

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Adult Volunteer Leader's Signature      Date

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WVU Extension Faculty      Date