



4-H Adult Volunteer Project/Program Leader Job Description and Agreement

Position Title: 4-H Adult Volunteer Project/Program Leader

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

Time Commitment: Average of one hour of planning time for every one hour of project workshop 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: Provides overall 4-H project/program leadership. Coordinates members and parents and involves other leaders. The 4-H project 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 project learning experience. Support youth, volunteers and county 4-H faculty and staff members in conducting meaningful, educational project 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 project 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 project activities (workshop sessions, demonstrations, and educational tours)
 - Attend project meetings and activities. If unable to attend, make arrangements for another trained 4-H project leader to oversee activities.
 - Recruit new members, including underserved youth. Seek assistance from the county 4-H faculty or staff member in designing & distributing fliers, writing news releases, etc.
 - Recruit assistant project leaders when needed.
 - Guide the member in setting goals, planning and carrying out activities.

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

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- 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 project 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 Volunteer Leader Record.

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.

Adult Volunteer Leader's Signature Date

WVU Extension Faculty Date