

Beaufort County 4-H Volunteer Club Leader Role Description



Agency NC Cooperative Extension



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. One hour 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.

Major 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 North Carolina Cooperative Extension, the North Carolina State 4-H program and the Beaufort 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 4-H Agent 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 bi-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 two 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 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, resource library, newsletters, and other resource materials including names of project resource people and information on national and state leaders' forums and training sessions.
- Contact with volunteers across the county or in other counties

Requirements:

Volunteers must meet the following requirements before participating as a 4-H club leader.

- Complete an Administrative Leader Volunteer Account in 4HOnline. (How to guide is on website)
- Have meeting with 4-H Agent to discuss options
- Complete a background check (done free by NC State University)
- Complete leader certification training at Extension Office

Benefits

- Experience of having a positive and lasting impact on young people
- Part of the local, state and national 4-H team
- Participate in quality training experiences
- Access to 4-H curriculum for youth development
- Local, state and national recognition as a volunteer