

Volunteer Position Description

Position Title: 4-H Club Leader

Purpose of Position:

- Conduct an in-school 4-H club four times during the school year.
- Serve as a liaison between the county Extension office/county 4-H agent and 4-H members and their parents regarding 4-H club programs.
- Support 4-H professionals in conducting meaningful educational experiences to help youth develop and reach their full potential.
- Inform and encourage members and parents to actively participate in 4-H opportunities.

Time Commitment:

- The 4-H club leader will serve for one year with the understanding that if local leaders and Extension staff are in agreement, he/she may continue serving in the position.
- Leaders may expect to invest approximately 1 hour per club meeting. Most leaders are assigned 2 to 5 4-H Clubs each year.
- Additionally, leaders are expected to attend a volunteer leader training before each 4-H Club meeting. Each training last approximately 2 hours. There are four training per year.

Requirements:

- Must complete the Volunteer Application process and be approved by the County Extension Office. A background check will be done on all volunteer leaders.
- Attend 4-H volunteer leader training sessions.
- Must adhere to 4-H rules and procedures.

Qualifications:

- A willingness to become familiar with and work within the philosophy and guidelines of the University of Tennessee Extension, 4-H Youth Development program and the county 4-H program.
- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, leadership and citizenship.
- A sincere interest in teaching and sharing knowledge and skills with youth.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to work with minimal supervision from professional staff.

Responsibilities:

- Attend volunteer leader trainings to become better prepared for club meetings.
- Serve as the primary communication link between the county Extension office and the 4-H club teacher.
- Become familiar with local, county, and regional 4-H activities that directly relate to club members.
- Keep open communication with 4-H agent.
- Be dedicated to youth and sensitive to their abilities and needs.
- Complete enrollment forms and registration forms as requested by the 4-H agent and ensure that these forms are turned into the Extension Office after the first club meeting.

- Help officers learn their responsibilities and be prepared for each meeting (if applicable); teach members basic parliamentary procedure.
- Record and report club participation on forms provided.
- Inform members of project requirements and due dates.
- Judge 4-H contest including, and not limited to, bread baking, speech, poster, and photography contest.
- Encourage 4-H members' interest and participation.
- Be aware of 4-H projects available, help members select projects to attend after-school.
- Teach an educational lesson at each 4-H Club meeting.
- At the end of the year, evaluate progress and accomplishments with 4-H agent.
- Follow all 4-H guidelines and policies of the University of Tennessee Extension and 4-H Youth Development program.
- Keep informed by reading all correspondence sent by the 4-H agent.
- Recruit and enlist additional leaders, either teen or adults, when needed.
- Request additional training and/or assistance as needed.
- Be a good role model for 4-H'ers.

University of Tennessee, Extension, 4-H Youth Development agrees to:

- Provide training opportunities that will help volunteer leaders meet the needs of members.
- Provide appropriate manuals, pamphlets, audiovisual aids, newsletters and other resources materials.
- Provide leader liability coverage for registered volunteers.

Benefits:

- Opportunity to work with youth and make a difference.
- Opportunity to further develop leadership skills, talents and interest.
- Expenses incurred and miles driven are tax deductible.
- Great investment of your time and effort.... an investment in the future.

Contact information:

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