



Position Description

4-H Club Leader

Purpose

Help 4-H club members grow and reach their fullest potential by supporting them to conduct meaningful, educational experiences. Inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities that offer the best chance for their success.

Responsibilities

1. To develop a caring relationship with members.
 - Become an advisor, guide, and mentor.
 - Each member is a unique individual with unique needs. Take time to listen and visit casually with each young person.
2. To create a safe environment for members.
 - Help youth feel welcome and safe from physical or emotional harm.
 - Encourage participation and welcome the ideas of youth and parents.
 - Ensure adequate supervision at all club functions.
3. To provide opportunities for youth to feel capable and experience success, developing self-confidence.
 - Help youth find resources to explore projects and activities.
 - Provide meaningful learning experiences.
 - Model and teach that failure or frustration is part of learning experience.
 - Be fair and consistent in enforcing rules and giving feedback.
4. To provide opportunities for youth to value and practice service to others.
 - Encourage youth to consider the feelings of others.
 - Encourage youth mentoring each other.
 - Allow youth to choose their service projects based on what is important to them and their community.
5. To provide opportunities for youth to make decisions.
 - Provide opportunities for youth to feel they have impact over their lives.
 - Allow youth to make decisions about how the club functions and its activities.
 - Engage members in creating a yearly club activity calendar.
 - If you choose to have officers in your club, help them learn their responsibilities and train them to run their meetings, develop committees and plan and conduct activities.
6. To create an inclusive environment.
 - Involve members in developing club programs, project work, community service, social events, and participation in county, district, and state 4-H events.

- Serve as a primary communication link between the county extension office//county 4-H professional and the club.
 - Follow up with members who miss meetings.
 - Continually provide feedback to members. Give them advice and praise.
 - Have members provide feedback to you. Ask members how you can help them even more than you are now.
7. To keep up-to-date and trained.
- Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other advisors informed.
 - Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work.
 - Secure club organization materials from the county Extension office.
 - Participate in at least 3 volunteer development opportunities each year. Complete enrollment forms and other paperwork as requested by the county Extension office.

Qualifications/Skills Needed

- A sincere interest in the safety and well-being of youth.
- The ability to reach and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
- The ability to organize information and materials and delegate responsibility; the ability to work and communicate effectively both verbally and written.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to work with minimal supervision from professional staff.
- A sincere interest in working with other volunteers and professional staff in an educational setting,
- A willingness to become familiar with the philosophy and guidelines of the Iowa State University Extension, Iowa 4-H Program, and the county 4-H program.

Training Provided

- Extension agrees to provide training that will help the volunteer meet the needs of members, leaders, and parents.
- Provide appropriate educational materials.
- Offer professional assistance.
- Provide appropriate recognition and awards.

Appointed by

- County Extension Council

Receives Counsel and Guidance from:

- County Youth coordinator
- County Extension Education Director
- 4-H Youth Development Specialists

Length of Commitment

- 1-2 years

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.