



Position Description

4-H Project Leader

Responsible to

Iowa State University Extension Staff, specific 4-H club and their leaders

Purpose

To help youth develop life skills and help them learn skills and information about a specific project.

Responsibilities

1. Plan and prepare for project meetings or workshops, which utilize experiential learning through workshops, field trips, audio/video resources, guest speakers, teaching kits, computers, or other learning tools. Coordinate these activities with the club leader for club level activities or Extension staff for county level activities.
2. Encourage youth to use project materials and research-based information
3. Be familiar with 4-H rules, policies and guidelines. Adhere to guidelines and due dates for enrollments, registrations, animal ID's, and entries.
4. Involve members in activities which teach life skills; communication, leadership, decision making, coping with change, developing a positive self-concept, learning how to learn, and record keeping. Encourage youth to share what they have learned with others.
5. Inform members of, and encourage participation in, other 4-H opportunities related to the project such as Animal Science Round-Up, county or state workshops, and project awards.
6. Participate in appropriate leader training.
7. Encourage and assist members with record keeping on project work.
8. Arrange for appropriate supervision during project activities.
9. Communicate with Extension staff about club progress.
10. Delegate as many responsibilities as you can to older members, teen leaders, parents, project leaders, club helpers, and others. The more people involved the better.

Skills Needed

- If a new Iowa State University Extension volunteer for youth, complete volunteer application and background screening process.
- Support of the vision and mission of the Iowa Youth and 4-H program. Sign and follow the Expectations for Adult Behaviors (4H-2B).
- Interest in helping youth and ability to communicate with youth and adults.

- Ability to organize, coordinate, and plan.
- Ability to delegate responsibilities to others.
- Knowledge and skills in specific project area.
- Ability to motivate, direct and evaluate.

Time Commitment

- Minimum of one year, renewable annually. Commitment depends on time volunteer is willing to devote to this leadership role.

Support

- Access to Iowa State University and Iowa State University Extension Staff.
- Training opportunities.
- Regular communication about youth and adult opportunities, policies and programs.
- Project materials and other educational resources.

... and justice for all

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