



## **4-H Club Organizational Leader Job Description**

Responsible to: ISU Polk County Extension

### **Purpose:**

Support members by providing meaningful educational experiences to help youth grow and reach their fullest potential through a 4-H club experience and by informing and encouraging members, parents, and other volunteers to actively participate in appropriate 4-H opportunities to stimulate the best chance for their success.

### **Responsibilities:**

- Be committed to young people and their growth in all areas. Be dedicated to young people and sensitive to their abilities and needs.
- Involve members in developing club programs, including project work, community service, social events, and participation in county, district and state 4-H events. Help officers learn responsibilities and be prepared for each meeting; teacher members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities. Provide the county Extension office with a copy of the current club programs.
- Encourage 4-H members' and parents' interest and participation. Welcome parents' ideas, activity, and project assistance, cooperation, support, and attendance at 4-H activities. Inform members and parents of project requirements and dates.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise members for the progress they make and provide a healthy environment.
- Ensure adequate supervision at all club functions.
- Participate in appropriate leader training.
- 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.
- Serve as a primary communication link between the county Extension office/county 4-H professional and the club. Secure club organization materials from the county Extension office. Participate in at least two volunteer development opportunities each year. Complete enrollment forms and other registration forms as requested by the county Extension office.

Benefits: You will have a primary role in helping 4-H Youth:

- Develop talents and confidence
- Gain a sense of accomplishment
- Use new knowledge and skills
- Learn life skills for the future
- Build positive youth/adult relationships

Personally, you will have the opportunity to:

- Increase your knowledge and skills
- Feel good about sharing with others
- Network with others; make new friends
- Have fun developing new interests
- Build community partnerships

Skills Needed:

- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership in the youth;
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting;
- The ability to organize information and materials and delegate responsibility; the ability to work and communicate effectively in both verbal and written forms,
- 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 need work within the philosophy and guidelines of the Iowa State University Extension, Iowa 4-H program, and the county 4-H program.

Resources Available:

- Access to Iowa State University and Iowa State University Extension Staff.
- Leader training opportunities.
- Regular communication about youth and adult opportunities, policies and programs.
- Youth development educational resources.

Time required:

8 hours per month (average) per year