

4-H Project Leader Position Description



Responsible to:

ISU Polk County Extension/Specific 4-H Club & leaders

Purpose:

To help youth develop life skills and skills and information about a specific project. Support members by providing meaningful educational experiences to help youth grow and reach their fullest potential through a 4-H club experience.

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.

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:

1. The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership in the youth;
2. A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting;
3. The ability to organize information and materials and delegate responsibility; the ability to work and communicate effectively in both verbal and written forms,
4. The ability to motivate parents and other volunteers to assume leadership positions;
5. The ability to work with minimal supervision from professional staff;
6. A sincere interest in working with other volunteers and professional staff in an educational setting;
7. A willingness to become familiar with and work within the philosophy and guidelines of the Iowa State University Extension, Iowa 4-H program, and the county 4-H program.

Time Commitment:

Commitment depends on time volunteer is willing to devote to this leadership role.

Support:

1. Access to Iowa State University and Iowa State University Extension Staff.
2. Leader training opportunities.
3. Regular communication about youth and adult opportunities, policies and programs.
4. Project material educational resources.