



## 4-H Project Leader Position Description

**Purpose:** To help youth develop life skills and help youth learn skills and information about a specific project.

### 4-H Needs Caring Adults to:

- 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.
- Encourage youth to use project materials and research based information.
- Be familiar with 4-H rules, policies and guidelines. Adhere to guidelines and due dates for enrollments, registrations, animal ID's, and entries.
- 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.
- 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.
- Participate in appropriate leader training.
- Encourage and assist members with record keeping on project work.
- Arrange for appropriate supervision during project activities.
- Communicate with Extension staff about club progress.
- 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.

### Qualifications/Skills Needed:

- Successfully pass through Child Protection and Safety Policy screening process.
- Interest in helping youth and ability to communicate with youth and adults.
- Ability to organize, plan and coordinate experiential learning experiences.
- Ability to delegate responsibilities to others.
- Knowledge and skills in specific project area.
- Ability to motivate, direct and evaluate.

### Support:

- Access to Iowa State University and Iowa State University Extension Staff.
- Extension agrees to provide orientation and training that will help the volunteer meet the needs of youth.
- Regular communication about youth and adult opportunities, policies and programs.
- Project materials and other educational resources.

### Responsible to and receives counsel and guidance from:

- County 4-H staff
- 4-H Youth Program Specialist

### Time Commitment:

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