



## 4-H Club Leader Position Description

### **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 lead youth to become successful, contributing members of society.

### **4-H Needs Caring Adults 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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.
- Participate in new volunteer training.
- Participate in once a year required volunteer trainings.

**Qualifications/Skills Needed:**

- Sincere interest in the safety and well-being of youth.
- Ability to teach and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
- Successfully pass through Child Protection and Safety Policy screening process.
- Ability to organize information and materials and delegate responsibility.
- Ability to work and communicate effectively both verbally and written.
- Ability to motivate parents and other volunteers to assume leadership positions.
- Ability to work with minimal supervision from professional staff.
- Interest in working with other volunteers and professional staff in an educational setting.
- Willingness to follow the philosophy, policies, and procedures of Iowa State University Extension & Outreach 4-H program.

**Support:**

- 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 following successful application and screening process

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

- County 4-H Staff
- Youth
- 4-H Youth Program Specialists

**Length of Commitment:**

- 1-2 years