



### 4-H Cloverbud Leader

**Purpose:** Provide an inclusive environment to foster the development of life skills that are essential for the cognitive, social, emotional, and physical maturation of kindergarten through third grade members by providing unique, age-appropriate educational opportunities.

#### 4-H Needs Caring Adults to:

- Develop caring relationships with members.
  - Become a guide and mentor for Cloverbuds.
  - 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 and emotional harm.
  - Encourage participation and welcome the ideas of youth and parents.
  - Ensure adequate supervision at all club functions.
- Provide opportunities for youth to develop a strong self-understanding, identify appropriate social interactions, practice effective decision-making, experience cooperative learning, and learn active physical skills.
  - Provide meaningful learning experiences.
  - Model and teach that failure or frustration is part of the learning experience.
  - Be fair and consistent in enforcing rules and giving feedback.
- Create an inclusive environment.
  - Involve members in developing club activities.
  - Serve as a primary communication link between Benton County Extension and Outreach and club members/families.
  - Follow-up with members who miss meetings.
  - Continually provide feedback to members in the form of praise.
- Keep up-to-date and trained.
  - Read 4-H newsletters and information from the Benton County Extension Office. Share information with members and families.
  - Be aware of 4-H opportunities.
  - Participate in New Volunteer Training within the first year of volunteer service.
  - Participate in Annual Leader Training provided at the Benton County Extension Office.

#### Qualifications/Skills Needed:

- Sincere interest in the safety and well-being of youth.
- Ability to teach, nurture and motivate K-3 youth.

## **Benton County Extension and Outreach | Volunteer Position Description**

- Successfully pass through the 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 county extension staff.
- Interest in working with other volunteers and professional staff in an educational setting.
- Willingness to follow the philosophy, policies, and procedures of the Iowa State University Extension and Outreach 4-H program.

### **Extension Support:**

- 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:**

- Benton County Extension Council following successful application and screening process.

### **Receives Guidance from:**

- 4-H County Youth Coordinator
- 4-H Youth Program Specialists

### **Time Commitment:**

- Preparation for monthly 4-H Cloverbud meetings
- Active support role at 4-H Cloverbud meetings
- Spring 4-H Leader's Meeting
- Fall 4-H Leader's Meeting
- Annual Leader's Training
- Support at the Benton County Fair and 4-H Awards Banquet
- Presence at county 4-H events

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