



4-H Club Leader

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 productive citizens, outstanding communicators, effective leaders, and successful learners.

4-H Needs Caring Adults to:

- Develop caring relationships 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 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 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 the 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, regional, state, and national 4-H events.

Benton County Extension and Outreach | Volunteer Position Description

- 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 advice and praise.
- Accept feedback from members, as members how you can help them even more than you currently are.
- 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 and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
- 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.

Benton County Extension and Outreach | Volunteer Position Description

Receives Guidance from:

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

Time Commitment:

- Preparation for monthly 4-H club meetings
- Active support role at 4-H club 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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