

HAMILTON COUNTY ISU EXTENSION AND OUTREACH

Club Leader

VOLUNTEER JOB DESCRIPTION

VOLUNTEER POSITION: Club Leader

HOURS: Time varies depending on the number of club activities and the time of year.

- A minimum of 6 meetings per 4-H year is required
- Organizing and planning with other adult volunteers and youth (approximately 1-3hours per month.)
- Attendance at volunteer trainings and meetings during the year.
- Participation in other activities and events as desired

LENGTH OF COMMITMENT: 1 year minimum, but leaders are encouraged to serve for several consecutive years to facilitate strong youth-adult partnerships.

PERFERED QUALIFICATIONS/SKILLS:

1. Enjoyment of working with youth of all ages and other adult volunteers
2. Interest in 4-H educational programs
3. Ability to organize, plan, delegate responsibility, and carry out tasks
4. Ability to communicate with youth and adults
5. Ability to resolve conflict positively and constructively
6. Positive role model for youth
7. Ability to positively guide youth to reach their full potential
8. Willingness to work with Extension Staff to learn and develop above skills

PRIMARY RESPONSIBILITY:

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.

PRIMARY DUTIES:

- Maintain relationships with 4-H members, other volunteers, Extension staff, and the public.
- Organize the 4-H Club
- Inform club leaders, parents, and members about club, county-wide, and out-of-county programs, events, and activities and encourage them to actively participate in appropriate 4-H opportunities.
- Advise and support club members, other leaders, and parents.
- Organize the reviewing of club member record books and submit record books and award applications.
- Provide a safe environment that promotes positive youth development. Work cooperatively with 4-H Officer Team and be dedicated to Positive Youth Development (see page 2)
- Attend all 4-H meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer or 4-H staff to oversee activities.
- Serve as a liaison between the Extension Office and 4-H members, their parents, and other volunteer regarding 4-H club programs.
- Ensure compliance with and adherence to policies, procedures, and core values of Iowa State University Extension and Outreach, Iowa 4-H program, and Hamilton County 4-H program by parents, adult volunteers, and members.
- Represent Iowa State University Extension and Outreach and Hamilton County 4-H in a positive manner and serve as a positive role model in the community and to the youth of Hamilton County.

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WORKING WITH 4-H OFFICER TEAM

- Orient members on officer duties and responsibilities
- Plan to seek new members and recognize graduating members.
- With 4-H Officer Team, help develop club goals and program plan for the year. Have the completed program plan submitted to the Extension Office by deadline set every year and share it with club members.
- Explain club requirements and member expectations to members and families at the beginning of the year.
- Before meetings, meet with 4-H Officer Team to develop monthly club meeting agendas
- Guide 4-H Officer Team in conducting worthwhile club meetings and the planning and implementation of activities.
- Work with 4-H Officer Team to complete any necessary reports
- Assist the 4-H Officer Team in evaluating activities and implementing changes when needed.

DEDICATION TO POSITIVE YOUTH DEVELOPMENT

- Provide a safe environment that fosters positive youth development
- Assist members in gaining life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, civic engagement, caring relationships, leadership, healthy lifestyle choices, and career exploration skills in project work
- Encourage youth leadership through committees, presentations, junior leaders, and individual guidance.
- Encourage youth to learn and experiment with new ideas, techniques, and skills
- Model and teach that failure or frustration is part of the learning experience
- Be fair and consistent in enforcing rules and giving feedback.
- Keep the best interest of all 4-H members in mind at all times

DELEGATION:

- Club leaders are encouraged to involve as many other volunteers (adult and youth) as they can to complete the above tasks. Contact the Extension Office with questions about trainings and screenings needed when involving adult volunteers.

RESOURCES AVAILABLE:

- Extension Office Staff
- Iowa 4-H Volunteer Resources ([LINK](#))
- Hamilton County Volunteer Page ([LINK](#))

APPOINTED BY

- County Extension Council following successful application and screening process and enrollment in 4hOnline.

CONTACT AND RECEIVE GUIDANCE FROM:

- JD Waybill—4-H Coordinator
- Leah Feltz—K-12 Outreach Educator (Clover Kids)
- Abigail Stanek—Youth Program Specialist

Volunteer Signature

Date