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:

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.
- Assist members in registering in 4HOnline and collect fees from club members.

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 minimum