4-H CLUB PROJECT LEADER
VOLUNTEER POSITION DESCRIPTION
Morris County 4-H Program

DESCRIPTION OF THE JOB: To guide and support 4-H members with their project work. The learning experience to be structured around the special interests and abilities of the 4-H member.

PURPOSE: Understand, support and create educational experiences that:
- Support the positive growth and development of each youth involved.
- Develop important life skills and create opportunities for youth to learn, lead and serve.
- Involve youth in becoming competent, caring, connected, citizens of character in their community.
- Develop meaningful relationships
- Provide instruction and informed guidance through experiential learning
- Encourage participation in activities related to the 4-H project category

RESPONSIBILITIES:
- Complete VIP volunteer screening process.
- Assist members in selecting age/developmentally appropriate projects.
- Utilize 4-H project curriculum (when available) as the basis for project work.
- Assist members with exhibits, demonstrations and the completion of their project record book.
- Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.
- Provide positive feedback to members
- Participate in volunteer training opportunities to stay current with information, learn new skills and maintain our 4-H standard of quality experiences for youth.
- Be sensitive to risks and use risk management strategies related to project work.
- Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs, cultural heritage and family support.
- Follow all guidelines & policies of the K-State Research and Extension, the Kansas 4-H program, and the county 4-H program
- Schedule project meetings on a regular basis to assist 4-H members with their project work.
- Conducting a minimum of 4 hrs. of instruction or 2 project meetings, workshops, tours or field trips.
- Encouraging parents/guardians to provide appropriate project support at home.
- Giving individual support as needed to project members.
- Planning a sequence of learning experiences so that the project appeals to beginners and more advanced learners.
- Working with members with regard to records, demonstrations, exhibits or other project-related activities.
- Encouraging members to complete project work as planned.
- Helping members evaluate their progress in project area.
- Working with the 4-H Agent to make arrangements for a 4-H’er to attend county, sectional, or state events.

EXPECTED RESULTS: 4-H members will participate in projects appropriate for their age and experience, and will achieve the stated objectives. They will enjoy their project experience and feel a sense of pride in their accomplishments.

QUALIFICATIONS:
- Completion of the Volunteer Information Profile process and approval by the Flint Hills District Extension Council

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The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth.

A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting.

Understanding of the developmental characteristics of youth.

The ability to communicate effectively with youth, parents and other adult volunteers and staff.

Belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.

A willingness to become familiar with and work within the philosophy and guidelines of K-State Research and Extension, Kansas 4-H, and the local 4-H program.

Know where to find resources and information

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Know where to find resources and information

Ability to motivate youth

Enthusiasm

Be a positive role model.

**TIME REQUIRED:** One program year, renewable annually (Oct 1-Sept 31) A minimum of 2 project related experiences for youth during the year, varies with the project area.

**REPORTING:**

- Fill out Project Leader Form
- Fill out Project Meeting Report (Blue sheet).

**RESOURCES AVAILABLE:**

K-State Research and Extension in Morris County agrees to:

- Provide training opportunities (local and/or area) that will help meet the needs of members, leaders, and parents.
- Provide appropriate curriculum, newsletters, and other resource materials.
- Provide the screening required for volunteers.
- Listen to ideas to help improve the 4-H program.
- Provide appropriate recognition for leaders.

**BENEFITS**

- Enhance personal knowledge and skill in the project category
- Derive satisfaction from helping youth reach their full potential
- Opportunities for increasing one’s own leadership skills
- Provide service to one’s own community as part of the Flint Hills Extension District youth development program.

**RESPONSIBLE TO:** K-State Research and Extension Staff, specific 4-H club and their leaders

I will work to “Make the Best Better” through my role as a Countywide Project Leader

I will work to support volunteer efforts to “Make the Best Better” in Morris Co. 4-H

Volunteer’s Signature ___________________________ Date ___________________________ Extension Professional Signature ___________________________

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