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

PURPOSE: Organize a 4-H community club by coordinating members, leaders, and their families to determine a plan for the club’s involvement, and to determine resources needed for that plan. Involve youth in becoming competent, caring, connected, citizens of character in their community.

RESPONSIBILITIES:
- Complete VIP volunteer screening process.
- Lead and coordinate and activities of local community club, recruit members and volunteers for community club, and organize club activities and events.
- Serve as a liaison and communication link between the County Extension Office, local 4-H professional, 4-H members, their parents, and other volunteers regarding 4-H club programs.
- Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- To develop members, parents and other volunteers by informing them of and encouraging them to actively participate in appropriate 4-H activities and opportunities including club programs, project work, community service, social events and participation in county, area, and state events.
- Secure club organization materials and facilitate completion of enrollment forms and other paperwork as requested by the County Extension Office.
- Assist officers in learning their responsibilities; preparing for meetings, basic parliamentary procedures, developing committees and planning and conducting meetings. Meet with them prior to the monthly meeting to develop the agenda.
- Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Read 4-H newsletters and literature from the County Extension Office and keep members, parents and other volunteers informed of project educational opportunities.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- Attend 4-H Council Meetings
- Serve on 4-H Council Committees
- 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

QUALIFICATIONS:
- Completion of the Volunteer Information Profile process and approval by the Flint Hills Extension District board.
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth.
- 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.

- Self starter; be able to work with minimal supervision from professional staff
- Organizational skills; ability to organize information and materials in a timely manner
- A sincere interest in working with and the ability to communicate clearly with Extension staff, volunteers, club members, and parents
- Ability to delegate responsibility to others
- The ability to motivate parents and other volunteers to assume leadership positions
- 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.

RESOURCES AVAILABLE:
www.kansas4-h.org

K-State Research and Extension in Flint Hills District 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

- Recognition from others in your community.
- The opportunity to work with youth and/or adults providing positive support and growth experience
- Volunteer development opportunities
- Strengthen personal leadership, communication, organizational skills
- Strengthen your local community
- Opportunity to share your skills, talents, and interest.
- To develop lifelong friendships with youth, parents and other volunteers

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 Club 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 Date

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