



4-H Club Project Leader
VOLUNTEER POSITION DESCRIPTION
Ellis County 4-H Program

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.

RESPONSIBILITIES:

- Complete volunteer screening process.
- Assist members in selecting age/developmentally appropriate projects.
- Utilize 4-H project curriculum (when available) as the basis for project work.
- Conduct project meetings and workshops using the “Learn by Doing” hands on approach.
- Assist members with the planning, carrying out and evaluation of their project.
- Assist members with exhibits, demonstrations and the completion of their project record book.
- Identify community resources and connections for project work.
- Advise members & parents about opportunities to showcase their completed projects (such as County Fair exhibits, etc.) including dates, locations and requirements.
- Encourage parental participation and support
- Advise the 4-H professional of the members’ progress
- Assist members in filling out project records upon completion of the project.
- 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

QUALIFICATIONS:

- Completion of the volunteer screening process and approval by the Cottonwood Extension District Council.
- 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.

