



## **4-H ORGANIZATIONAL CLUB LEADER VOLUNTEER POSITION DESCRIPTION**

Ellis 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 the 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.
- Publicize and promote activities in which the club is actively engaged.
- 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.
- Participate in one or more volunteer development opportunities each year.
- 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.
- 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.

**TIME REQUIRED:** One program year, renewable annually. Monthly meetings; preparation and recruitment time

**LOCATION:**

County Extension Office; leader's home or business; local community facilities, other

**RESOURCES AVAILABLE:**

K-State Research and Extension in Ellis 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.

**SALARY:**

Unsalaries: Volunteer

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability insurance provided by the Cottonwood Extension District Council.
- 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

**MENTOR/SUPERVISING PROFESSIONAL**

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

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

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Professional Signature

\_\_\_\_\_  
Date

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