



## **4-H TEEN PROJECT LEADER VOLUNTEER POSITION DESCRIPTION**

Ellis County 4-H Program

**PURPOSE:** Teen Project Leaders team with adult Project Leaders to create learning experiences for younger 4-H members. Developing leadership and fostering responsibility are two fundamental components of this position.

### **RESPONSIBILITIES**

- Complete the volunteer screening process.
- Serve as a mentor to younger members.
- Be an active leader.
- Communicate with project leader
- 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.
- 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 Information Profile process and approval by the Cottonwood Extension District Council.
- Willingness to learn
- The desire to help others.
- Positive role model.
- Positive attitude.
- Demonstrate patience
- Good organizational skills
- Understanding of the developmental characteristics of youth.
- The ability to communicate and work cooperatively with youth, parents and other adult volunteers and staff.
- Ability to share decision making responsibilities with adults and other youth.
- 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.

**TIME REQUIRED:** The time commitment varies, depending on the Teen Leader's level of involvement with the Club Project Leader.

**LOCATION:** County Extension Office

**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.
- Location for meetings
- Provide teaching resources

**SALARY:**

Unsalared: Volunteer

**BENEFITS**

- To develop lifelong friendships with youth, parents and other volunteers
- Strengthen personal leadership, communication, organizational skills
- Opportunity to share your skills, talents, and interests
- Increased self worth by giving back to the community

**RESPONSIBLE TO:** K-State Research and Extension Staff, Local 4-H Club Leader & Project Leader

**MENTOR/SUPERVISING PROFESSIONAL**

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I will work to "Make the Best Better" through my role as a 4-H Teen Project 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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