



# Cooperative Extension

## Tompkins County

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## Volunteer Job Description 4-H Club Organizational Leader

**Purpose:** To create supportive learning environments in which diverse youth and adults reach their fullest potential as capable, competent, and caring citizens. To oversee the clubs organization, structure, paperwork and operation.

**Responsibilities:**

- Ensures that all member and volunteer enrollments, program registrations, and participation reports are submitted to the 4-H office on time
- Arranges for appropriate meeting facilities and follows CCE procedures for obtaining certificates of insurance when required
- Works with 4-H Project and Activity Leaders, Teen Leaders and Club Officers to plan an annual club calendar; maintain a balanced schedule of activities and provide appropriate projects and learning opportunities
- Ensure that information about meetings, events, activities, other opportunities, and program or policy updates are communicated to members, leaders, and parents in a timely manner
- Keeps the appropriate 4-H staff informed about club activities, special accomplishments and problems or concerns
- Serves as advisor to the club officers; help determine meeting agendas, support use of Parliamentary Procedure
- To provide leadership experiences appropriate to individual capabilities
- Ensure that the club and its membership play an active and visible role in the community
- Ensures that volunteers, club members and their parents are aware of and follow all CCE youth protection and risk management policies, emergency procedures, youth and adult Code of Conduct
- Encourage record keeping/portfolio development by members
- May also serve as a Project or Activity Leader

**Expected Results:** School-age youth in the defined area will feel welcome to join 4-H and those who do will experience develop independence, generosity, mastery and a sense of belonging. Leaders and parents will work in harmony and in a manner consistent with the ideals of the 4-H Youth Development program.

**Training and Support:**

- New Leader Orientation (required)
- Club Organization and Re-Enrollment Meetings (CORE; in Sept. with 4-H Staff)
- On-going support from 4-H staff
- Spring and Fall Trainings (county)
- Northeast Regional 4-H Volunteer Forum (13 states)

- Regional and State trainings
- 4-H Project Resource guides available for loan and/or purchase
- Teaching kits, tools and equipment available for loan
- 4-H Acres teaching site
- CCETC vans (for approved drivers)

**Reporting:**

- Enrollment forms for returning members and volunteers due Oct. 1
- Enrollment forms for new members due within one month of joining club
- Club calendars for new year, community service and Club Financial Report for year ended due Oct. 1
- Member project completion reports due Oct. 1
- Nominations for county awards due Oct. 1

**Time Commitment:** 10 – 12 hours per month (depending on size of club and number of active parents. A minimum of two years is expected.

**Qualifications:**

- Enjoys working with youth and has a sincere interest in their growth and development
- Ability to work with other adults; and to organize and coordinate with other people
- Effective communication, organization and interpersonal skills
- Ability to understand and implement Cornell Cooperative Extension 4-H Youth Development Policies, procedures and guidelines
- Ability to recognize youth for their abilities, skills and personal accomplishments
- Willingness and availability to attend trainings

**Benefits:**

- Enhance personal leadership and organizational skills
- Build friendships with other volunteers
- Derive satisfaction from helping youth reach their greatest potential

**Level of Background Screening Required:**

- Application and reference check; required of all enrolled volunteers
- Department of Motor Vehicle (DMV) Checks; transporting others is an important part of this position
- Criminal Background Check; required for all enrolled volunteers when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities