



Cooperative Extension

Tompkins County

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Volunteer Job Description 4-H Club Project Leader

Purpose: To create supportive learning environments in which diverse youth and adults reach their fullest potential as capable, competent, and caring citizens. Provide instruction and informed guidance to 4-H members as they complete requirements and participate in activities related to a specific 4-H project category.

Responsibilities: (a Project Leader may work with members of one or more clubs)

- Be knowledgeable of and aware of the resources available for projects in designated category
- Encourage participation in the designated project category
- Lead project activities and teach related skills following lesson outlined in 4-H Project Guide or other material recommended by 4-H staff
- Provide guidance to other leaders, teens, or family members who may be assisting
- Assist members with the completion of project records, exhibit entry forms, and any other paperwork related to the project
- Ensure 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 participation in the 4-H Acres Youth Fair
- Assist with project-related activities at the county level; join a Program Development Committee (optional)

Expected Results: 4-H members will participate in projects appropriate for their age and experience and will achieve the stated objectives; youth will enjoy their project experience and develop a sense of pride in their accomplishments and mastery of certain skills.

Training and Support:

- On-going support from 4-H staff (by appointment)
- 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:

- Lists of members enrolled and those completing the project are due to the 4-H Club Organizational Leader within one month of last project meeting

Time Commitment: 10 – 12 hours per project; project meetings are typically scheduled once a week, once a month, or twice a month for 1 – 2 hours per meeting

Qualifications:

- Enjoy working with youth and has a sincere interest in their growth and development
- Basic knowledge and skill in the designated project area
- 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, guidelines, youth and adult Code of Conduct
- Ability to recognize youth for their abilities, skills and personal accomplishments
- Willingness and availability to attend trainings

Benefits:

- Opportunity to share a passion and skill with others
- 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 may be 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