



Cornell University
Cooperative Extension
Jefferson County

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Volunteer Position Description

4-H Club Leader

Purpose:

Organize a 4-H Club by coordinating the efforts of 4-H members, leaders, and their families as they determine goals and activities for the club and utilize the resources needed to achieve them.

Responsibilities:

- Guide the process by which the club develops goals and activities for the club year based upon the interests of the enrolled members.
- Work with the club members in securing additional leaders when needed.
- Guide and help members in recruiting new members. Help youth select projects and their learning experiences which will match their interests and goals.
- Help with club organization. Serve as advisor to the program planning committee and help locate resources to carry out the plan.
- Assist club officers in their responsibilities. Meet with the officers prior to each meeting and discuss the agenda, their specific responsibilities, and how to use parliamentary procedure in managing the meeting.
- See that 4-H enrollments are turned in as soon as possible to the Cornell Cooperative Extension office and that 4-H literature is distributed.
- Provide leadership experiences for members appropriate to their individual capabilities.
- Act as advisor at regular meetings of the total membership. (Project or activity leaders will assume this responsibility at their project or activity meeting.)
- Attend training meetings offered through Cornell Cooperative Extension of Jefferson County for new leaders or organizational leaders.
- Keep parents informed of club activities; promote parental support through understanding and involvement with the program.
- Keep club leaders, parents, and members informed of countywide programs, events, and activities.
- Coordinate with club leaders and parents to maintain a balanced schedule and to continually evaluate the club's progress.
- Promote understanding of the 4-H program in the community; involve people in special events and programs; help secure sponsorship of local activities as needed; assist in establishing good relationships with other organizations and groups in the community.
- Counsel junior leaders in planning their responsibilities; provide advice or training needed for them to carry out their jobs. Assist in evaluating their leadership growth.
- Serve as a liaison between club and Cornell Cooperative Extension staff. Report enrollment and program plans, meetings, and events. Request training needs and other assistance.
- Attend scheduled leader's meeting and/or training or send a representative for the club.
- Assist with county fundraising efforts by getting information to club members and collecting monies and order forms when necessary. Also to participate in the Leader's Association's Scholarship fundraiser.

Building Strong and Vibrant New York Communities

4-H Club Leader (cont.)

Time Commitment:

- Varies greatly depending on club size, type of involvement, and number of people sharing responsibilities. A two-year commitment is commonly expected in order to provide club continuity.

Qualifications:

- Is knowledgeable of the Cornell Cooperative Extension mission and the 4-H Youth Development Program
- Enjoy working with youth and adults
- Have an interest in the 4-H educational program
- Have an ability to organize and coordinate with other people
- Have an ability to communicate with youth and adults
- Is effective in teaching the target audience and those with a diversity of learning styles
- Shows respect and acceptance of diverse individuals
- Dependable
- Skilled in time management
- Can handle unpredictable circumstances in appropriate ways; has good critical thinking skills

Benefits:

- Enhance personal communication and leadership skills
- Enhance time management
- Derive satisfaction from helping diverse individuals to reach goals
- Build friendships with 4-H participants and other 4-H volunteers
- Derive satisfaction in seeing others learn knowledge, build skills, and/or develop competencies
- Opportunity for training and resume building

Salary:

Unsalaries; this position does not imply employment with Cornell University or Cornell Cooperative Extension

Mentor/Supervising Professional:

Name:

Title:

Address:

Phone:

Fax:

Email:

Level of Background screening required:

- Application
- Interview
- Two References
- Criminal Background Check
- DMV Background Check required
- Signed Volunteer Agreement, Code of Conduct, and Acknowledgment of Risk