

**CORNELL COOPERATIVE EXTENSION ONEIDA COUNTY
VOLUNTEER POSITION**

Title: 4-H Club Organizational Leader

The 4-H Club Organizational Leader establishes and maintains a club structure that supports 4-H Youth Development activities for school-age youth within a defined geographic area.

Responsibilities:

- Works with 4-H Project Leaders, Activity Leaders, Youth Volunteers and Club Officers to plan an annual club calendar.
- Arranges for appropriate meeting facilities and follows CCE procedures for obtaining certificates of insurance when required.
- Ensures that information about meetings, events, activities, other opportunities and program of policy updates are communicated to members, leaders and parents in a timely manner.
- Ensures that all member and volunteer enrollments, program registrations, and participation reports are submitted to the 4-H Office on time.
- Keeps the 4-H Youth Development Extension Educator(s) informed about club activities, special accomplishments, and problems.
- Serves as an advisor to the club officers.
- Ensures 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 and emergency procedures.
- May also serve as a Project or Activity Leader if the club is relatively small

Training and Support:

- New Leader Orientation (required)
- Youth Development classes and project training sessions
- 4-H Volunteer Support Team Meetings
- Teaching kits, tools and equipment available for loan
- One on one consultation with appropriate Extension Educator

Reporting:

- Enrollment forms for re-enrolling members and volunteers due by October 1.
- Enrollment forms for new members due within one month of joining the club
- Club Calendars for the new year and Club Financial Reports for the year ended due by November 1

Qualifications:

- Enjoys working with youth and has a sincere interest in their growth and development
- Effective communication, organization and interpersonal skills.
- Willingness and availability to attend training programs.

**CORNELL COOPERATIVE EXTENSION ONEIDA COUNTY
VOLUNTEER POSITION**

Title: 4-H Project Leader

A 4-H Project Leader provides 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:

- Keep up to date on the content of and resources available for projects in the designated category
- Encourage participation in the designated project category
- Lead project activities and teach related skills following lessons outlined in the 4-H Project Guides or other Materials recommended by 4-H staff.
- Provide guidance to other leaders, teens or family members who may be assisting with the project.
- Assist members with the completion of project records; exhibit entry forms and any other paperwork related to their project participation.
- May assist with project-related activities at the county level.

Training and Support:

- Introduction to the objectives and resources for the designated project category.
- Training sessions for specific projects
- For some projects, teaching kits and/or equipment are available for loan.

Qualifications:

- Enjoys working with youth and has a sincere interest in their growth and development.
- Effective communication, organization and interpersonal skills.
- Basic knowledge and skill in the designated project category.
- Willingness and availability to attend training programs.

**CORNELL COOPERATIVE EXTENSION ONEIDA COUNTY
VOLUNTEER POSITION**

Title: 4-H Activity Leader

The 4-H Activity Leader – will assist 4-H youth in preparing for and attending judging contests, quiz bowls, skillathon, public presentations, clothing evaluation/revue and/or other contests.

Responsibilities:

- Attend events with the youth to provide support, guidance and encouragement
- Encourage youth to do their best
- Provide positive feedback
- Provide guidance and activities appropriate for the age and skill level of the youth
- Be a positive role model for program/event participants and represent CCE with dignity and pride.
- Communicate program/event results and progress to CCE staff.

Training and Support:

- Rules, guidelines, printed material and 4-H publications for project/event are provided by the Extension Educator
- Will receive support and assistance from Organizational Leader and the Extension Educator

Qualifications:

- Enjoys working with youth and has a sincere interest in their growth and development.
- Effective communication, organization and interpersonal skills
- Basic knowledge and skills in the designated project area