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**University of Missouri Extension 4-H Program**

**Activity Leader Volunteer Role Description**

**Name of Activity**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Club:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of County:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** Plan, coordinate and create club/group activity that:

* Supports the positive growth and development of all youth involved
* Creates intentional opportunities for all youth to learn, lead and serve
* Promotes life skill development in all youth
* Engages all youth so they become competent, caring and connected citizens of character in their community.

**Time required**: Depends on scope of activity; typically 2-5 hours

**Qualifications:**

* Have the ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership in youth
* Desire to help youth learn by doing
* Enthusiasm, patience and understanding
* Ability to communicate effectively with youth, parents, and other adult volunteers and staff
* Interest in youth, and an understanding of how to work with different age groups simultaneously
* Knowledge of the activity subject matter
* Ability to communicate ideas and skills so that youth may learn

**Responsibilities:**

* Complete required enrollment process in a timely manner
	+ Annual 4-H volunteer applicant background check process
	+ Enroll as an adult volunteer in the 4HOnline enrollment system
	+ Complete the one-time Missouri 4-H Volunteer Orientation
* Follow all 4-H guidelines and policies of University of Missouri Extension, the Missouri 4-H Program and the county 4-H program
* Conduct yourself in a responsible manner and serve as a positive role model for youth
* Facilitate others’ learning through hands on experience and reflection (do, reflect & apply)

**Benefits:**

* Experience the satisfaction of contributing to the positive growth of youth
* Grow personal leadership and motivational skills
* Gain respect and gratitude of members, volunteers, parents, and the community
* Recognition for your contributions

**Boundaries and Parameters:**

* **[Describe the parameters or boundaries the person must stay within as they work to fulfill the responsibilities. What policy, procedures, quicksand, etc does the person need to know before staring any tasks?]**

**Missouri 4-H staff agree to:**

* Provide training opportunities that will help the volunteer fulfill his/her responsibilities as a 4-H

Activity Leader

* Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
* Have professionals available to listen to volunteers' ideas to help improve the 4-H program
* Provide appropriate recognition and awards to volunteers

**Contacts:**

**Activity Leader Volunteer**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Supervisor/University of Missouri Extension Youth Staff**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Contacts:**

**Activity Leader**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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