

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

**Club/Group Leader Volunteer Role Description**

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

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

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

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

**Time required**: 12 months (One 4-H program year, October-September)

**Qualifications:**

* Have a firm understanding of 4-H program structure, calendar year, etc.
* Ability to delegate tasks to others and support others in accomplishing the task assigned to them
* Have the ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership in youth
* Excellent written and oral communication skills
* Strong organizational skills
* Have the ability to communicate effectively with youth, parents, and other adult volunteers and staff

**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
* Serve as the primary contact person for the club with county extension staff and the county 4-H program, initiating in regular communication with 4-H staff
* Recruit and coordinate a team of adult volunteers who help youth plan 4-H club/group activities, including social events, community service, contests, fundraising events
* Prepare youth to elect, install and support youth officers so they can lead six club/program meetings
* Encourage project leaders to use 4-H project curriculum for project
* Work with project leaders to ensure they help members with record-keeping, demonstrations and exhibiting
* Identify community resource contacts for club/group educational programs
* Encourage parents/guardians to provide appropriate member support at home and during club/program meetings (e.g., providing snacks, drinks)
* Participate in volunteer development opportunities to maintain high quality programming
* Work with a recognized volunteer who will manage online 4H member and volunteer enrollment
* Work with recognized volunteer to acknowledge accomplishments of volunteers and members

**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

Council member

* 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:**

**4-H Club Leader Volunteer**

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

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

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

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

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

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