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

**Project Leader Volunteer Position Description**

**Name of Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Club/County (if county-wide):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**: Understand, support and create educational 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)

**Responsibilities:**

* Complete required enrollment process
  + 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
* Conduct a minimum of 6 hours of approximately 5-7 project related experiences
* Schedule project meetings and guide members in a 4-H project group in “learn-by-doing” experiences to help youth develop age appropriate knowledge and skills
* Use 4-H project curriculum and other research-based resources the basis for project work
* Work with members on record-keeping, demonstrations, exhibiting and other project activities
* Guide members in the do-reflect-apply process as they develop life skills throughout the year
* Identify community resources and connections for project work
* Encourage parents/guardians to provide appropriate project support at home
* Participate in volunteer development opportunities to maintain high quality programming
* 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

**Qualifications:**

* Have a basic understanding of the subject matter and/or a willingness to learn
* Enthusiasm, patience and understanding
* Have the ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership in youth
* Have a sincere interest in teaching and sharing knowledge and skills with youth in an educational setting
* Have the ability to communicate effectively with youth, parents, and other adult volunteers and staff

**Benefits:**

* Experience the satisfaction of contributing to the positive growth of youth
* Grow personal and leadership 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

Project Leader Volunteer

* 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:**

**Project Leader Volunteer**

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

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

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

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

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

**Contacts:**

**Club Leader**

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

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**University of Missouri Extension Youth Staff**

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

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