

Volunteer Leader Jobs and Responsibilities

Jobs	Responsibilities
Organizational Leader	<ul style="list-style-type: none"> * Generate and guide club officers * Guide club program development * Coordinate club calendar * Coordinate “leadership” team
Project Leader	<ul style="list-style-type: none"> * Guide project selection process * Establish and teach project groups * Apply project/demonstration learning methods * Identify/recruit necessary volunteers
Activity Leader	<ul style="list-style-type: none"> * Coordinate club activities * Work closely with organization/project leaders to enhance club/project meetings and activities * Identify/recruit necessary volunteers
Records Leader	<ul style="list-style-type: none"> * Know the record keeping process * Train 4-H members, parents and project leaders in record keeping procedures * Cooperate with other team members to establish record keeping as a part of the 4-H club program
Teen Leader	<ul style="list-style-type: none"> * Club/project group program development * Activity planning, doing and reviewing * Projects/demonstration guidance * Work to complement organization/project activity/records leaders
Resource/Support Volunteer	<ul style="list-style-type: none"> * Support the club program in a pre-defined job * Work closely with other “leadership team” members to accomplish appropriate meetings and/or activity goals

Volunteer Responsibilities to Agents –

- Turn in regular 4-H club reports and members' enrollment information to county Extension office
- Keep agent informed of club activities
- Support county-wide activities
- Be flexible
- Attend all leader training meetings
- Make requests for information and materials well in advance of program
- Show fairness during competition between 4-H members and at all activities/events
- Avoid creating jealousy and unnecessary competition between 4-H clubs and members
- Let agents know your needs for training
- Talk to the agent about any problems or complaints you have

Extension Agent's Responsibilities to the Volunteer Leader

- Explain volunteer roles
- Identify training needed by volunteer
- Plan and coordinate training sessions to include workshops and other group meetings
- Provide 4-H project materials for 4-H'ers
- Provide 4-H club meeting ideas
- Involve volunteers in planning and conducting county 4-H contests
- Keep volunteers informed of 4-H programs and activities at local, county, regional, state and national levels
- Keep communication lines open
- Provide assistance as needed
- Provide appropriate recognition