



4-H Volunteer Job Description – Club Leader

Purpose:

Provides the basic overall leadership for 4-H clubs or groups. They coordinate the clubs' programs and activities and give general guidance and direction.

Responsibilities:

1. Reorganize the 4-H club.
2. Inform potential members of organizational plans.
3. Coordinate with officers on the operation of the 4-H club's general meeting.
4. Coordinate project group meetings, activities, and events with other leaders.
5. Recruit new 4-H project and activity leaders when needed.
6. Help plan, execute, and evaluate the local club program.
7. Make necessary reports and order supplies when needed by members and 4-H leaders.
8. Serve as a liaison between the Extension office and the club. Keep members and parents informed.
9. Attend 4-H Council meetings.
10. Attend relevant leader training meetings.
11. Give recognition to other adult leaders and junior leaders for their accomplishments.

Contact Person:

1. County Extension Staff.
2. 4-H Council President.

Resource People:

1. County Extension and State 4-H Staff
2. Project leaders, teen leaders, and other adult volunteers
3. Members and parents.

Resource Materials:

1. 4-H Volunteer Leaders' Series Fact Sheets
2. "This is 4-H" Introduction power point.
3. Volunteer Research, Knowledge & Competency Taxonomy Lessons
4. Arkansas 4-H Policy Handbook
5. Arkansas 4-H Website
6. National 4-H supply catalog
7. Ages and Stages of Child and Youth Development
8. County and multi-county leader training meetings

Time Commitment:

Approximately 8-12 club meetings per year; 4-6 hours per month to plan/conduct meetings; 2-4 leader training meetings per year that will benefit your club. Participation in as many activities as you and your members can schedule.

Qualifications:

1. Completion of volunteer application process.
2. Have knowledge of and interest in boys and girls.
3. Be knowledgeable about county 4-H programs.
4. Know community resources and availability.
5. Be knowledgeable about 4-H club organization.
6. Be a supportive person.

Date reviewed _____

Agent _____

Volunteer _____