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.
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__________________

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