



## 4-H Volunteer Job Description - Project Leader

### Purpose:

Be responsible for guiding 4-H'ers in learning experiences in a project area.

### Responsibilities:

1. Organize the 4-H project group as part of the 4-H club.
2. Assist 4-H members and parents in project selection.
3. Assist 4-H members in planning their goals and carrying out their project.
4. Help 4-H members learn project subject matter.
5. Encourage members to participate in 4-H project events.
6. Schedule 4-H project meetings and events with the 4-H club organizational leader.
7. Encourage 4-H members to use the appropriate 4-H materials.
8. Be aware of and utilize special resources in making meetings more interesting.
9. Help 4-H members plan demonstrations and other educational programs for the 4-H club's general meeting.
10. Keep up to date in project subject matter.
11. Assist in area and county project events when possible.

### Contact Person:

1. Club Leader

### Resource People:

1. County Extension agents and State 4-H Staff
2. Retired 4-H Leaders
3. Parents, Community and Business people

### Resource Materials:

1. 4-H project manuals and leader's guides
2. Volunteer Research, Knowledge & Competency Taxonomy Lessons
3. 4-H visual aid catalog
4. Ages and Stages of Child and Youth Development
5. Project leader training meetings
6. Arkansas 4-H Website

### Time Commitment:

Generally 4 to 6 meetings with members, but will vary depending upon project area.

### Qualifications:

1. Completion of volunteer application process.
2. Understand development of boys and girls.
3. Capable of helping youth learn skills in project.
4. Ability to work cooperatively with youth and adults.

*Date reviewed* \_\_\_\_\_

*Agent* \_\_\_\_\_

*Volunteer* \_\_\_\_\_