



Cornell University
Cooperative Extension
Fulton and Montgomery Counties

Volunteer Position Description

Title: 4-H Club Activity Leader

Description of Project (or Purpose of Position): To provide support to 4-H club organizational leader in implementation of the club calendar and guidance to 4-H members in a group or individual setting as they complete specified tasks and participate in activities related to the 4-H club. Examples of Club Activity Leader positions are Fundraising Coordinator, Community Service Project Coordinator, Member Record Book Leader, Recreational Events Coordinator, etc.

Responsibilities (or Tasks):

- Assist with and provide support for community and counties-wide activities including obtaining community resources when appropriate.
- Coordinate activity with other leaders and parents of the total club.
- Encourage development of leadership skills through example and through working with teen leaders and junior assistants.
- Keep accurate financial records if activity involves fundraising or club money, etc.
- Involve members and/or parents in planning and conducting the activity and provide guidance to those helping with the activity.
- Make necessary arrangements for meeting locations, materials and equipment.

Anticipated Audience: Variable number of youth, ages 8-19 years.

Expected Results: 4-H club organizational leader will receive support and assistance necessary to serve youth in the 4-H club. Members and the club in total will complete all requirements.

Training and Support:

- Introduction to Cornell Cooperative Extension of Fulton & Montgomery Counties and the 4-H Youth Development Program and its philosophy for learning and its risk management policies;
- Support/Education Commitment: Leadership skill development and group process skills trainings as offered; Quarterly Volunteer Team Meetings, 2-hours each; Web-based information/resources;
- Supervisor: 4-H Club Organizational Leader in conjunction with 4-H Educator; Resource Leader: 4-H Program Leader;

Reporting: Completion of annual performance evaluation tools;

Time Commitment: Variable according to exact assignment; average 5 hours per month; Length of Term: One 4-H program year;

(Over)

Qualifications:

- Desire and ability to work with youth in educational setting and a sincere interest in their growth and development;
- Ability to work independently with group of youth;
- Willingness and availability to attend training sessions;
- Effective communication, organization and interpersonal skills;
- Favorable completion of background and motor vehicle screening;

Level of Background screening required: *check appropriate box(s)*

- Reference Check** – Enrolled Volunteers
- Department of Motor Vehicle (DMV) Check** – Enrolled Volunteer responsibilities involve transportation of others or use of CCE Association vehicles
- Criminal Background Check** – Enrolled Volunteer when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities

Benefits:

- Annual recognition program;
- Enhance personal knowledge and skill in leadership;
- Build relationships with other volunteers;
- Derive satisfaction from helping youth to reach their potential;
- Conference scholarships and chaperone selection;
- Membership and vote in Fulton & Montgomery Counties' Cornell Cooperative Extension Association; Invitation to Association's Annual Meeting;