



Cornell University
Cooperative Extension
Fulton and Montgomery Counties

Volunteer Position Description

Title: 4-H Club Organizational Leader

Description of Project (or Purpose of Position): To provide leadership for a 4-H club of boys and girls, ages 8-19, acting as a role model, organizing and maintaining the club in accordance with the practices and mission of Cornell Cooperative Extension.

Responsibilities (or Tasks): Using forms provided, enroll all members and club leaders with the 4-H office by December 1. Ensure that all program registrations, club reports, and counties-wide fundraising efforts are submitted to the 4-H office in a timely manner.

Help plan and implement a club calendar including dates and places of monthly business meetings, social events, community service projects, project meetings if possible and county events.

Assist members in selecting projects to meet their personal goals and encourage further growth experiences via participation in county, state and national events.

Secure at least one project leader and one activity leader for the club. Encourage leadership experiences for teens wherever possible, working closely with them to ensure their leadership goals are met.

Encourage leader participation in training meetings and other educational opportunities, county events and annual volunteer recognition event.

Orient and assist club officers with their roles, assisting with a monthly agenda and conduct at business meetings.

Ensure that the club and its membership play an active and visible role in the local 4-H program and in the community.

Instruct and encourage members in completing 4-H Member Record Books, emphasizing the importance of and rewards of their efforts. Submit qualified record books to the 4-H office in a timely manner.

Ensure participation by the club in counties-wide fundraising efforts.

Maintain connection with 4-H office, responding to email and phone messages in a timely manner, attending counties-sponsored leader meetings, and discussing issues with 4-H staff in a timely manner to avoid unnecessary conflicts.

Maintain rapport with parents, involving them, matching their interests to the club's needs.

Anticipated Audience: Minimum of five youth, ages 8-19 years.

Expected Results: School-age youth in the defined area will feel welcome to join 4-H and those who do will experience learning, personal growth and a sense of belonging. The leaders and parents will work in harmony and in a manner consistent with the objectives of the 4-H Youth Development Program.

(Over)

Training and Support:

- Required orientation, One 1½-2 hour session.
- Required training, Two 2-hour sessions.
- Support/Education Commitment: 4-H Club Management Notebook, Project Training Opportunities, Quarterly Volunteer Team Meetings, 2-hours each; Web-based information/resources;
- Printed 4-H Project Guides available for purchase; Some teaching aides, tools and equipment available for loan;
- Supervisor: 4-H Club Management Program Assistant; Resource Leader: 4-H Program Leader;

Reporting: 4-H Member & Leader Enrollment Materials due December 1 annually; Enrollment forms for new members due within one month of joining the club; 4-H Member Project Data Sheet due December 1, June 1 & September 30 annually; 4-H Member Record books, club financial statement, Club Seal of Achievement & Club Charter (new club only) due September 30; Completion of annual performance evaluation tools.

Time Commitment: Variable; average 5 hours per week; 4 hours new leader training & orientation; Quarterly Volunteer Team Meeting, 2 hours each; Length of Term: One 4-H program year;

Qualifications: Desire and ability to work with youth ages 8-19 on educational, social and community levels; ability to complete forms and necessary paperwork in a timely manner; desire and ability to communicate with and involve parents of club members and community volunteers; knowledge of Parliamentary Procedure; experience in informal instruction desirable; 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;
- Personal growth and leadership skill development;
- 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;