



Cornell University  
Cooperative Extension  
Fulton and Montgomery Counties

## Volunteer Position Description

### Title: 4-H Project Leader

**Description of Project (or Purpose of Position):** To provide instruction and informed guidance to 4-H members in a group or individual setting as they complete requirements and participate in activities related to a specific 4-H subject matter project or category.

### Responsibilities (or Tasks):

- Using instructional aids and lesson outlines in 4-H project guides or other materials recommended by 4-H staff, plan and implement a series of project meetings, teaching skills in project and assisting members in selection of goals and recognizing accomplishments. Keep updated on the content of and resources available for projects in the designated category through project leader trainings and other avenues.
- Encourage participation by members in the designated project category.
- Encourage development of leadership skills through example and through working with teen leaders and junior assistants. Provide guidance to other 4-H leaders and parent helpers.
- Increase awareness of the community and career opportunities through field trips and participation in county and area events related to their project area.
- Maintain attendance records at project meetings and submit to the club secretary monthly.
- Help organizational leader and assist with project-related activities at the county level whenever possible.
- Assist members with completion of accurate project records, emphasizing the importance of record keeping in life experiences. Assist member with completion of exhibit entry forms, Public Presentation preparation and any paper work related to their project participation.

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

**Expected Results:** 4-H members will participate in projects appropriate for their age and experience and will achieve the stated objectives. They will enjoy their project experience and feel a sense of pride in their accomplishments.

### 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: Subject matter project leader training opportunities as offered; Quarterly Volunteer Team Meetings, 2-hours each; Web-based information/resources;
- Printed 4-H Project Guides available for purchase; Some teaching aids, tools and equipment available for loan;

*(Over)*

- Supervisor: 4-H Club Organizational Leader in conjunction with 4-H Educator with responsibilities in designated subject matter category; Resource Leader: 4-H Program Leader;

**Reporting:** List of members completing the project due to 4-H Club Organizational Leader within one month of the last project meeting; Completion of annual performance evaluation tools;

**Time Commitment:** Variable depending on the number of members in the project group and the complexity of the project; A minimum of 6 hours of sequential instructional experiences, in addition to leader preparation time, are required to complete a 4-H project; many projects require more time. Length of Term: One 4-H program year;

**Qualifications:**

- Desire and ability to work with youth in educational setting and a sincere interest in their growth and development;
- General knowledge and skill in designated subject matter category;
- 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 project category and leadership skills;
- 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;