



Cornell University
Cooperative Extension
Fulton and Montgomery Counties

Volunteer Position Description

Title: 4-H Resource Leader

Description of Project (or Purpose of Position): To provide instruction and informed guidance to youth (ages 8-19) in a 4-H group setting (i.e. club(s), special interest series, quiz bowl team(s)) or individual 4-H member setting as youth complete requirements and participate in activities related to a specific 4-H subject matter project or category (i.e. clothing & textiles, tractor safety, aerospace, community-service learning, horse science, dairy science, 4-H shooting sports, dog obedience/agility).

Responsibilities (or Tasks):

- Using instructional aids and lesson outlines in 4-H project guides, land-grant university materials, USDA resources or other materials recommended by 4-H staff, plan and implement a series of project meetings/sessions, teaching skills in project and assisting youth 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, consultation with appropriate 4-H Extension and other avenues.
- Encourage participation by youth in the designated project category.
- Increase youth awareness of community, career opportunities, and subject matter topics/advances by implementing/suggesting appropriate field trips and encouraging participation in county, regional, and statewide events related to specific project area.
- Maintain attendance records at project meetings/sessions. Submit information to the 4-H club secretary monthly or 4-H Extension staff at the conclusion of the multi-session learning experience.
- Assist with specific project-related activities at the county level whenever possible (i.e. Fonda Fair)
- Assist youth with completion of accurate project records, emphasizing the importance of record keeping in life experiences. Assist youth with completion of fair exhibit entry forms, public presentation preparation and any paper work related to their project participation.
- A resource leader may work with the members of one or more 4-H clubs, with the participants in one or more 4-H special interest series/groups, or with one or more individual 4-H members.

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

Expected Results: 4-H youth 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 may be available from the Extension office.
 - Supervisor: If volunteer is instructing in a 4-H club setting, then the supervision comes from the 4-H Club Organizational Leader in conjunction with 4-H Educator with responsibilities in designated subject matter category. If volunteer is implementing a special-interest series, quiz bowl sessions, or instruction with individual 4-H member(s), then direct supervision comes from the 4-H Educator with responsibilities in the designated subject matter category
- Resource Leader: 4-H Program Leader;

Reporting: List of youth completing the project due to 4-H Club Organizational Leader or Extension 4-H Educator as appropriate within one month of the last project meeting; Completion of annual performance evaluation tools.

Time Commitment: Variable depending on the number of youth in the project group and the complexity of the project; A minimum of 6 hours of sequential instructional experiences, in addition to volunteer leader preparation time, are required to complete a 4-H project; many projects require more time. Length of Term: One 4-H program year (October 1-September 30)

Qualifications:

- Desire and ability to work with youth in an educational setting and a sincere interest in their growth and development;
- General knowledge and skill in a designated subject matter category;
- Willingness and availability to attend training sessions and/or consultation with appropriate 4-H youth development staff;
- 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 Extension/4-H 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 Extension Association's Annual Meeting;