



## *Volunteer Position Description for 4-H Project Group Leader*

### **Purpose of Position:**

- Organize and conduct a project group.
- Teach specific skills pertaining to project.
- Provide opportunity for youth to learn and develop core life skills.
- Encourage members to participate in 4-H opportunities to showcase their completed project work, such as portfolios, Project Fair, livestock shows, County Fair exhibits, etc.

### **Time Commitment:**

- The 4-H club leader will serve for one year with the understanding that if local leaders and Extension staff are in agreement, he/she may continue serving in the position.
- Allow approximately 1.5-2 hours per meeting, with approximately 3 hour for planning/preparing.
- Meeting frequency (weekly, twice a month, or monthly) will be determined by project leader(s), parents, and members.
- Usually have 5-6 meetings per year.

### **Requirements:**

- Must complete the Volunteer Application process and be approved by the County Extension Office. A background check will be done on all volunteer leaders.
- Attend 4-H volunteer leader training if offered.
- Must adhere to 4-H rules and procedures.

### **Qualifications:**

- A willingness to become familiar with and work within the philosophy and guidelines of the University of Tennessee Extension, 4-H Youth Development program and the county 4-H program.
- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, leadership and citizenship.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to work with minimal supervision from professional staff.
- Project knowledge and experience is preferable.



- A sincere interest in sharing knowledge, experiences and skills with youth and adults in an
- informal educational setting.
- Access to e-mail and internet – desirable but optional
- Ability to organize information, materials and delegate responsibility.

### **Responsibilities:**

- Serve as the primary communication link between the county Extension office and the project group.
- Become familiar with local, county, and regional 4-H activities that group members can participate in.
- Be dedicated to youth and sensitive to their abilities and needs.
- Recruit members for the project group.
- Complete enrollment forms and event registration forms as requested by the 4-H agent and ensure that these forms are turned into the Extension Office.
- Communicate with 4-H Agent regarding enrollment, project materials, the group's events, meeting dates and times, and member's progress.
- Prepare a plan for meetings with assistance from the 4-H agent and other volunteers involved.
- Prepare materials needed for meetings/workshops.
- Encourage members to participate in project events and activities.
- Encourage parental support and participation in events and activities.
- Provide positive feedback to members, letting them know when they are doing a good job and advising how they can improve.
- Teach members how to complete project records and encourage them to submit project portfolios.
- Recognize and celebrate member progress.
- Be informed of 4-H events and activities and the opportunities available for youth, especially as they relate to their project. Keep members, parents and other volunteers informed.
- Follow all 4-H guidelines and policies of Tennessee, Extension and the 4-H Youth Development Department.
- Project group leaders are encouraged to recruit and involve other volunteers (youth and adults) to help with meeting preparation, implementation, evaluation, and recognition.
- At the end of the year, evaluate group progress and accomplishments with 4-H agent.
- Keep informed by reading all correspondence sent by the 4-H agent.
- Request additional training and/or assistance as needed.
- Be a good role model for 4-H'ers.
- Tennessee Extension, 4-H Youth Development agrees to:



- Provide training opportunities that will help volunteer leaders meet the needs of members.
- Provide appropriate project-specific curriculum and resources for meetings.
- Provide leader liability coverage for registered volunteers.
- Help project leader find a location for meetings.

**Benefits:**

- Opportunity to work with youth and make a difference.
- Opportunity to further develop leadership skills, talents and interest.
- Expenses incurred and miles driven are tax deductible.
- Develop friendships with families county, region, and statewide.
- Gain knowledge and skills in the specific subject matter.
- Networking with other participants across the county, region, and state.
- Great investment of your time and effort.... an investment in the future.

**Contact information:**

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