# Volunteer Club Leader Job Description

**Position Title:** 4-H Volunteer Club Leader

**Term of Responsibility:** 1 year minimum, but volunteers are encouraged to serve for several consecutive years.

**Time Commitment:** Average of one hour of planning time for every one hour of club activity. Participate in one or more volunteer development opportunities each year.

**Purpose:** Coordinate the efforts of other volunteers, families, parents, and 4-H members to plan, conduct and evaluate 4-H club meetings, project groups and activities. Support youth, families, volunteers, and 4-H staff in conducting meaningful, educational experiences to help youth grow and reach their fullest potential.

## Responsibilities:

As the leader of a 4-H group, it is critical that leaders support the group’s efforts to be in good standing as a UConn 4-H group.

* Offer opportunities which expand member’s horizons, support their successes, and enable them to grow from their mistakes. Be dedicated to youth and be sensitive to their abilities and needs.
* Help members gain life skills such as decision making, problem solving, self- responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.
* Encourage youth leadership through committees, demonstrations, junior leadership, and individual guidance.
* Encourage youth to learn and experiment with new ideas, techniques, and skills.
* Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
* Praise youth for the progress they make.
* Inform and encourage members, parents, and other volunteers to actively participate in 4- H opportunities.
* Ensure that club meetings and activities are educational, and that youth are learning using the Experiential Learning Model

Provide an atmosphere where youth feel safe and learn to appreciate, accept, and support the uniqueness of others. Follow all guidelines and policies of UConn 4-H program.

* Help youth feel welcome and safe from physical or emotional harm.
* Encourage participation and welcome the ideas of youth and parents.
* Ensure adequate supervision at all club functions.
* Encourage membership with regardless of race, color, creed, national origin, religion, sex, age, or disability.
* Support members striving to be a club in good standing following the UConn 4-H Program guidelines listed below:
* Encourage members to participate in public presentation at the club or district level
* Complete a community service project
* Participate in county fundraising activities
* Promote record keeping through member’s upkeep of record books
* Have a project evaluated and receive recognition (example – a county 4-H Fair)
* Publicize club activities through local or social media
* Meet at least six times a year

## Qualifications:

* Become a Volunteer of Record with UConn 4-H
* Complete UConn Background Check and UConn Minor Protection Training
* Possess a sincere interest in the safety and well-being of youth.
* Possess a sincere interest in working with other volunteers, CES staff, youth, their families, and other adults in the community.
* Have the ability to organize, plan, delegate responsibility, and carry out assignments.
* Be able to work with minimal supervision from professional staff.
* Be able to communicate with youth, their families, and adults.
* Become familiar with the philosophy and guidelines of UConn 4-H.
* Be sensitive of confidential matters and information.
* Complete annual club enrollment and reporting paperwork.
* Seek out resources and information to support club work.
* Have time to take on the group volunteer role.
* Be a positive role model for youth.

## Resources Available:

UConn Extension provides 4-H Volunteer Club leader training. Subject matter training and technical support is provided through 4-H curriculum, resource library, county and state 4-H program updates, and other resource materials.

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