



4-H VOLUNTEER SERVICE DESCRIPTION ORGANIZATIONAL LEADER

Purpose: To provide leadership and organization for a group of youth in a 4-H Club.

Advisor: County 4-H Agent

Responsibilities/Requirements:

1. Participation in initial volunteer screening and interview process.
2. Plan, carry out and evaluate a local 4-H club program.
3. Be a promoter of 4-H and recruit youth ages 5-18 regardless of race, color, sex, handicap, or national origin.
4. Recruit adults (and/or teens) to act as Support, Project, Resource or Activity Leaders as needed.
5. Keep all participants (leaders and youth) informed of club activities in addition to other district, state and national opportunities.
6. Provide recognition of members and other helping leaders.
7. Provide enrollments, club updates and records as needed by the Extension office in a timely manner.
8. Attend leader workshops and other training meetings for personal growth and club development.
9. Attend county wide leaders meetings to remain current on county events, programs, projects, regulations, and procedures.
10. Uphold and keep current on 4-H policies and procedures and communicate this to parents and leaders.
11. Oversee regular club meetings.
 - a. Arrange for dates, place, and time of meetings.
 - b. Notify all members of activities.
 - c. Work with club officers to plan agendas and teach them to carry out duties.
 - d. Make sure meetings include all elements of a good opening, flag, business, educational, fun, and social.
12. Delegate some of the above responsibilities to other parents/leaders.
13. Maintain record of volunteer hours served and duties performed and submit to 4-H office yearly.



Lake County Extension/4-H
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Tavares, FL 32778
Tel. (352) 343-4101
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<http://lake.ifas.ufl.edu/4-H/index>

Benefits:

- ✚ Recognition as a leader and teacher of youth in your community.
- ✚ Opportunity to develop skills in organization, teaching and communication.
- ✚ Potential project skill enhancement.
- ✚ Opportunity to participate in local, district, state and national leadership training.
- ✚ Interaction with other exciting individuals working with youth
- ✚ Making a difference in a young person's life.
- ✚ Tax deductions.
- ✚ Opportunity to advance to other volunteer leadership roles or positions.

Qualifications:

- ✚ Strong interest in youth.
- ✚ Ability to communicate with adults and youth.
- ✚ Flexible, future thinker and desire for fun.
- ✚ Willing to work cooperatively with 4-H staff and other 4-H participants.

Time:

- ✚ Varies according to club meetings and activities as well as county wide meetings and activities.

Support Provided:

- ✚ Leader Handbook.
- ✚ Newsletters.
- ✚ Leader training workshops on special project skills and leadership skills.
- ✚ Initial club organizations and start up.
- ✚ County 4-H Extension Staff.
- ✚ Cooperative Extension Service and University of Florida educational materials.