Title: 4-H Club Organizational Leader

Purpose of Position: Provides overall club leadership. Organizational Leaders work as a team with 4-H Educators, other volunteers, members, and parents to provide opportunities for positive youth development for school-age youth at the club (and sometimes county) level. Support youth, volunteers, and 4-H Educators in conducting meaningful educational experiences that help youth group and reach their fullest potential.

Short-term Impact: 4-H club members will experience a sense of belonging, develop independence, practice generosity, and achieve mastery. They will learn how to facilitate meetings, work effectively in a team with people of all ages, express themselves in front of a group, and appreciate the value of helping others. Adults and youth will work in harmony and in a manner consistent with the objects of the 4-H Youth Development Program.

Long-term Impact: 4-H club members will gain life skills and assume leadership roles in their community, state, and world.

Qualifications
- Enjoy working with youth and adults and have a sincere interest in their growth and development
- Be willing to advise, guide, and mentor while allowing youth to make decisions and carry out plans to meet personal and club goals.
- Demonstrate flexibility, respect, and acceptance of diverse youth and adults
- Have effective communication, organization and interpersonal skills
- Ability to resolve conflict positively and constructively
- Be willing and available to participate in training
- Have access to transportation and telephone. Internet access is beneficial.

Time Commitment: Average of 1 hour of planning time per hour of club activity. It is expected that 4-H Clubs will have 6-12 regular meetings during the year. 2 hours each month to attend Leaders Meetings or additional training. Additional time may be committed at the discretion of the individual.

Term: 1 year; renegotiable each year thereafter

Screening Required: volunteer application, reference check, criminal background check (renewed every 3 years)

Responsibilities
An Organizational Leader may take responsibility for all of the following or these may be shared between a Club Organizational Team. Team members can be a youth-adult partnership.

- Commit to young people and their growth in all areas. 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.
  - Encourage members, parents and other volunteers to actively participate in 4-H opportunities. Ensure that information 4-H opportunities and program or policy updates are communicated to members, leaders, and parents in a timely manner.
• Provide a safe environment for all youth.
  o Follow and ensure that volunteers, club members and their parents are aware of and follow all CCE policies, including youth protection and risk management policies and emergency procedures.
  o Abide by the Cornell Cooperative Extension (CCE) Volunteer Code of Conduct.
  o Follow CCE procedures to arrange for appropriate meeting facilities and obtain all building use permission, certificates of insurance, and facilities forms when required.
  o Adhere to Chaperone Guidelines of Clinton County.

• Coordinate project activities (meetings, work sessions, demonstrations, educational tours).
  o Attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.
  o Recruit new members, including underserved youth, when the club has openings. Seek assistance from Extension Educators in designing and distributing fliers, writing news releases, etc.
  o Recruit project and activity leaders when needed.
  o Guide the club in setting goals, planning and carrying out activities.
  o Assist the club in evaluating activities and implementing changes when needed.
  o Read 4-H newsletters and information from Cooperative Extension and share with members, parents and other volunteers.
  o Inform members and parents of project requirements and deadlines.
  o Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

• Work closely with the county Cooperative Extension staff regarding learning activities and materials, problems and participation in county, area, state and national events.
  o Attend monthly leaders’ meetings and other program planning sessions or send a 4-H teen leader, adult leader, member or parent to represent your club.
  o Ensure that all member and volunteer enrollments, event registrations, participation reports, and other information needed by Cooperative Extension are submitted to the Office on time.
  o Keep 4-H Youth Development Extension Educator(s) informed about club activities, special accomplishments, and problems.
  o Request permission for fundraising activities before implementation.
  o Participate in one or more volunteer development opportunities each year.
  o Submit year-end financial and other reports to Cooperative Extension by the deadline.

**Supervision:** This position is supervised by the 4-H Youth Development Extension Educator. The 4-H Youth Development Educator is ultimately responsible for the quality of the club program and the performance of 4-H volunteers.

**Training and Support**
• New Leader Orientation (required)
• Re-Organizational Leaders Meeting (required)
• Monthly Leader Meetings
• County leader training workshops, E-learning Volunteer Training, state and regional conferences
• 4-H Project Guides, teaching kits, tools, and equipment available for loan or purchase.
• Extension Educators will visit each club for at least one meeting per year.

**Benefits**
• Enhance personal leadership skills and gain new knowledge
• Meet and share ideas with other adults working to make a difference in the lives of youth
• Opportunity for advanced leadership roles in county, regional, and state 4-H programs
• Derive satisfaction from helping youth to reach their full potential