Title: 4-H Club Project Leader

Purpose of Position: Teach skills and subject matter in a given project area. Project Leaders provide structured learning experiences and personal guidance in specific project opportunities, helping school-age youth learn to keep good project records, prepare demonstrations and exhibits, and participate in project-related events and activities. Work as a team with 4-H Educators, other volunteers, members, and parents to provide opportunities for positive youth development at the club (and sometimes county) level.

Short-term Impact: 4-H club members will experience a sense of belonging, develop independence, practice generosity, and achieve mastery. They will master skills specific to their project area. 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-Hers 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
- Have a basic understanding of the subject area and/or a willingness to attend training
- Be willing to advise, guide, and mentor while allowing youth to make decisions and carry out plans to meet personal and project 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 project activity. It is expected that 4-H Projects will include a minimum of 6 hours of learning. Additional time may be committed at the discretion of the individual.

Term: varies with project type (minimum of 2 months); renegotiable each term thereafter

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

Responsibilities
Project Leaders may work with members of one or more clubs. A Project Leader may take responsibility for all of the following or these may be shared between a Project 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.

• Work with individual members or a group of youths enrolled in the project area to support and guide their learning of knowledge, skills, and attitudes.
  o Help members and their parents arrive at project selections that are challenging but within reach of the individual. Guide youth in setting goals, planning and carrying out activities. Assist youth in evaluating activities and implementing changes when needed.
  o Utilize the “learn-by-doing” experiential learning teaching method.
  o Share your knowledge of the project with members through meetings, tours, individual consultations, and written references. Keep current on the resources available for your project.
  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 project.
  o Ensure that all 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 project 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 project participation 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.

**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