
SAMPLE 4-H Volunteer Position Description

POSITION TITLE: 4-H Club Organizational Leader

PURPOSE: Provide overall leadership for organizing a 4-H club by coordinating the efforts of youth, leaders, and families as they determine and carry out goals and activities.

TIME COMMITMENT: Approximately 2-4 hours per week for 1 year. The time varies depending upon club size, types of involvement, and the number of other people sharing responsibilities. A two-year commitment is commonly expected in order to provide the club with continuity.

SPECIFIC RESPONSIBILITIES:

- Serve as the club liaison between the county 4-H staff and 4-H members, parents, and other volunteers.
- Coordinate all the efforts of the club by involving members, other leaders, and parents in developing club programs including project work, community service activities, fund raising, and other activities; and in setting goals for the club and individual member.
- Keep club membership registration current with county staff by completing and returning *4-H Club Member Registration Forms* and other related forms.
- Complete and return in a timely manner other forms as required by the county 4-H office.
- Comply with county and state guidelines and policies for *Fund Raising and Treasurers of 4-H Clubs and Other Youth Units*.
- Ensure adequate supervision at all club functions.
- Using basic parliamentary procedure, allow members to run their own meetings, develop committees, and plan and conduct activities.
- Foster teamwork by communicating with and involving other club volunteers and parents.
- Using the recognition model, coordinate the efforts to recognize the growth of individual members and club accomplishments.
- Follow the *4-H Volunteer Appointment Agreement* including the *New Jersey 4-H Volunteer Standards of Behavior*.
- Read 4-H newsletter and literature from the county 4-H office and keep members, parents, and other volunteers informed.
- Keep 4-H office informed of club activities by regularly completing and returning the *4-H Club Meeting Report Form* or by other means.
- Provide the county 4-H office with a copy of the current club constitution.

QUALIFICATIONS:

- Leadership is open to all adults at least 18 years old without regard to race, religion, color, age, national origin, gender, sexual orientation, or disability.
- Must be able to meet on a regular basis with the club.

- Possess a sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting
- Be able to work with minimal supervision from professional staff.
- Be willing to acquire new skills as needed.
- Be willing to become familiar with and work within the philosophy and guidelines of the New Jersey 4-H Youth Development Program and the county 4-H program.
- Experience in 4-H program or other youth organization is desired.

BENEFITS: As a 4-H volunteer you will:

- Develop leadership skills and expand knowledge.
- Gain satisfaction by sharing knowledge with youth and watching them grow.
- Become an active member of the community.
- Have the opportunity to meet and share ideas with other adults working to make a difference in the lives of youth.

RESOURCES AVAILABLE: Rutgers Cooperative Extension agrees to provide support and training opportunities to help the volunteer meet the needs of members, volunteers, and parents; appropriate curriculum, newsletters and other resource materials; 4-H staff to consult with volunteers on a one-to-one basis; and appropriate recognition and awards for volunteers.

RELATIONSHIPS: County 4-H staff will provide guidance and curriculum material. Leaders may also become members of county-wide leader associations, project advisory groups or other committees.

CONTACT PERSON: any county 4-H staff at (###) 444-4444

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Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. The U.S. Department of Agriculture (USDA) prohibits discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Rutgers Cooperative Extension is an Equal Opportunity Employer.

4-H Volunteer Position Description

POSITION TITLE: 4-H Club Project Leader

PURPOSE: Provide subject matter knowledge and expertise to 4-H youth participating in specific project areas.

TIME COMMITMENT: The time varies depending upon club size, types of involvement, the project selected, and the time available by the project leader. The time commitment can be short term of several weeks or months, or several meetings spread throughout the year. A two-year commitment is commonly expected in order to provide the club with continuity.

SPECIFIC RESPONSIBILITIES:

- Coordinate and conduct educational club activities related to assigned project areas in cooperation with other club leaders. (Examples: project meetings/work sessions/demonstrations/talks by members, volunteers, or other related to project areas; educational tours to gain project knowledge; home visits to check on progress of members' projects, etc.)
- Use approved curriculum obtained through county 4-H office.
- Advise 4-H members of current guidelines and policies related to their 4-H project.
- Monitor the progress of 4-H members in their project work and provide encouragement and ongoing feedback throughout the year.
- Advise the club organizational volunteer regarding members' project progress and completion.
- Encourage parents to support their child's project work, but not to do the work for them.
- Assist members who wish to exhibit projects at fairs and other county and state events by informing them of event requirements and dates, classes and rules; and proper preparations of projects.
- Maintain open communication with the club organizational volunteer.
- Invite other volunteers to help by conducting a tour/demonstration, etc. whenever opportunity arises.

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- Must be able to meet on a regular basis with the club.
- Possess a sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- Be able to work with minimal supervision from professional staff.
- Be willing to acquire new skills as needed.
- Be willing to become familiar with and work within the philosophy and guidelines of the New Jersey 4-H Youth Development Program and the county 4-H program.
- Experience in 4-H program or other youth organization is desired.
- Experience in specific project area is desired.

BENEFITS: As a 4-H volunteer you will:

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- Gain satisfaction by sharing knowledge with youth and watching them grow.
- Become an active member of the community.
- Have the opportunity to meet and share ideas with other adults working to make a difference in the lives of youth.

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4-H Volunteer Position Description

POSITION TITLE: 4-H Club Assistant Leader

PURPOSE: Provide assistance to the 4-H club organizational leader and project leader(s) in coordinating the efforts of youth leaders, and families as they determine and carry out goals and activities.

TIME COMMITMENT: Approximately 1 - 2 hours a week for 1 year. The time varies depending upon club size, types of involvement, and the number of other people sharing responsibilities. A two-year commitment is commonly expected to provide the club with continuity.

RESPONSIBILITIES:

Specific responsibilities will be determined jointly with the 4-H club organizational leader. County 4-H staff may be involved in this process as needed. Responsibilities may include:

- Working with 4-H'ers in doing Public Presentation.
- Checking record books.
- Coordinating paperwork for the club.
- Coordinating a project specific event.
- Promoting and recruiting new club members.
- Coordinating transportation for field trips or to 4-H events.
- Working with club officers.
- Helping club determine and carry out a community service activity.
- Working with members to plan fundraising activities.

Please list agreed upon responsibilities below. Please return a copy of this completed position description to the county 4-H office.

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- Be able to work with minimal supervision from professional staff.
- Be willing to acquire new skills as needed.
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