



4-H Club Organizational Youth Leader Role Description

Purpose: To work with adult volunteers of 4-H club to support club members, other youth/adult leaders and parents to implement the club yearly educational plan and organization of the club.

Responsibilities: To assist with the club development and organization:

- Work with other youth and adult leaders
- Identify youth and adults to assist with recruitment and enrollment
- Identify youth and adults who will help develop a plan to welcome and support new and continuing families
- Work with club members, parents and leaders to focus on program planning
- Support officers and committees through officer meetings and goal setting
- Help club members develop an annual educational plan with youth identified to take leadership roles to implement
- Identify older youth, adult leaders and parents who can serve as mentors to younger youth in leadership roles
- Identify and implement strategies with officer team that will help assess if club is meeting set goals
- Help establish committees to help with club management functions
- Attend club and officer meetings
- Provide feedback on how to develop youth and adult leadership team

Time Required: 8 - 10 hours per month (this includes club meetings)

Resources Available: Support and working partnership with club organizational leaders
Guidance and support from Extension staff
Printed club development and program planning resources

Training Opportunities: County, regional and state training sessions
Webinars, podcasts

Responsible to: 4-H Organizational Leadership team (youth and adults)
Extension staff

Questions: Extension Staff
Phone:
E-mail:

Developed by Kandi O'Neil, Associate Program Director Volunteer Leadership Specialist 10/2013

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