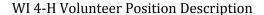
Club Leader





Position Title: Club Leader

The Club Leader position description includes the following titles: Club Leader, Co-Organizational Leader, Co-General Leader, Organizational Leader, and General Leader

Purpose:

- To work with youth and adults to offer a positive youth development experience for young people
- To provide leadership to the club or group organization

Responsibilities:

- 1. Create and maintain a safe environment that fosters positive youth development
 - Review "Creating a Safe Environment"
 (https://fyi.extension.wisc.edu/wi4hvolunteers/files/2018/06/RiskManagementChecklist-Feb-2016.pdf)

 Risk Management Checklist for safety procedures/requirements related to the activities/events
- 2. Ensure the club is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
- 3. Support youth voice by involving youth in club decision-making
 - Encourage youth/adult partnerships
 - Involve youth leaders in teaching or leadership roles
- 4. Meet with youth leadership team to plan meetings, agendas, and educational programs
- 5. Recruit adult and youth volunteers and resource people
- 6. Involve parents/guardians in helping members with projects and club responsibilities
- 7. Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
- 8. Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects
- 9. Inform club members, leaders, and parents/guardians of county programs, events and activities, as well as 4-H Youth Development program policies and procedures
- 10. Communicate appreciation to and recognition of people who have contributed to the club's success
- 11. Maintain open communication with youth, adult volunteers and parents/guardians
- 12. Participate in volunteer professional development opportunities
- 13. Serve as the primary contact person between the club and the Youth Development Extension staff
- 14. Complete and submit Annual Charter Renewal by county deadline, including a financial report (if applicable)
 - Meet with youth to plan and evaluate educational programs and activities
 - Facilitate a review and potential updates of club bylaws or operating guidelines
- 15. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
- 16. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension.

Qualifications:

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- Experience working with teams and creating capacity in others

- Organizational skills
- Enthusiasm, patience, and understanding
- Communication skills
 - Written and oral communication skills
 - Willingness to communicate with diverse groups of youth and adults
- Interest in 4-H educational programs
- Successful background check
- Enrolled as an active volunteer in 4HOnline

Benefits:

- Learn strategies to teach and lead effective meetings
- Opportunity to connect with community partners
- Develop personal and interpersonal communication skills
- Opportunity for personal growth
 - Increased confidence
 - Learn problem solving skills
 - o Practice time management
- Potential to gain technical skills that are transferable to professional work environments
- Satisfaction of contributing to positive development of youth, families, and community

Time Commitment:

- Requires a minimum of one-year commitment, approximately 4-10 hours per month
 - Time for each club will depend on club size and activities throughout the year and will vary
 - Club Meeting: 1-2 hours including set-up
 - Organizing and planning with the youth club officers (approximately 1-3 hours per month)
 - Participation in volunteer training
 - o Participation in other activities and events as desired

Training/Orientation:

- Required—Mandated Reporter Training for Volunteers—online
- Required—Volunteer in Preparation(VIP) Training
 - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
 - Receive Extension Volunteer Agreement prior to volunteering
- Essential Elements online training modules for volunteers

Resources Available:

- Guidance and support from county 4-H Youth Development Staff
- Volunteer leaders training workshops (county, regional, state)
- Volunteer in Preparation (VIP) Training handouts:
 - https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/
- Websites:
 - o Wisconsin 4-H Youth Development Website: https://4h.extension.wisc.edu/
 - 4-H National Headquarters: https://nifa.usda.gov/program/4-h-positive-youth-development
 - Shop 4-H: https://shop4-h.org/
 - Club Central Website: Will be available in 2020

Accountable to: County 4-H Youth Development Staff and the Area Extension Director



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