



UW-MADISON EXTENSION

# Club Leader

WI 4-H Volunteer Position Description

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## 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
  - 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
  - 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:**
  - 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

