

**Position Title & General Description:** The Project Leader description includes the following titles: Project Leader, Key Leader, and Resource Leader. Each role has similar qualifications and responsibilities, but slightly different roles that impact project success.

- **Project Leader** - An individual who is responsible for running and maintaining the project area
  - Project Leaders may work with a small group of youth at a club level or may be volunteering at a county level
- **Key Leader** - An individual who is responsible for the overall coordination of a countywide project
- **Resource Leader** - An individual who assists youth and families in finding resources for their project areas

### **Purpose:**

- To provide leadership and organization to the project group
- To work with youth and adult volunteers in offering a positive youth development experience for young people

### **Responsibilities:**

1. Create and maintain a safe and welcoming 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. Encourage parents/guardians to attend project meetings and learning experiences
3. Support youth voice by involving youth decision-making
  - Encourage youth/adult partnerships
  - Involve youth leaders in teaching or leadership roles
4. Meet with members to determine interest, set project goals, and plan project meetings
  - Review all safety procedures/requirements related to the project
  - Consider age and developmental level of youth in the project
  - Consider including tours and learning opportunities to extend the members’ experiences
  - Consider how to build in service opportunities that support the community related to the project
  - Work with youth to reflect on their learning experiences—utilize the Experiential Learning Model
  - Recognize project members’ growth
5. Recruit adult and youth volunteers and resource people
6. Work with the community to build understanding and support of 4-H
7. Maintain open communication with youth, adult volunteers and parents/guardians
8. Serve as primary contact person between the county project and the Positive Youth Development (PYD) staff person (applies if volunteer is in charge of the county project)
9. Complete and submit Annual Charter Renewal by county deadline, including a financial report (if applicable)
10. Participate in project volunteer training offered by county, region, or state
11. Complete forms related to respective project, if required
  - Talk with youth about requirements for exhibiting
12. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
13. 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 building skills 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
- Knowledge of the subject matter and/or a willingness to learn
- 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:**

- Approximately 2-10 hours—depends on the project and when the meetings are held
  - Can be weekly, monthly or quarterly
- Participation in volunteer training
- Participation in other learning experiences as desired (examples: tours, workshops, county fair)

#### **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
- Volunteer leaders training workshops (county, regional, state)

#### **Resources Available:**

- Volunteer in Preparation (VIP) Training handouts:  
<https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
- Project meeting planning guide (<https://fyi.extension.wisc.edu/wi4hvolunteers/files/2016/06/Project-Meeting-Plan.pdf>)
- Project Resources
  - Project curriculum for youth and adults is available for many project areas
  - Media Collection Materials (<https://blogs.extension.wisc.edu/media>) may be kept for a maximum of 2 weeks, except for Skillathons, which may be kept up to 3 weeks. Orders need to be placed with your county Extension staff.
- Guidance and support from county 4-H Youth Development Staff
- **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