

4-H Club Organizational Leader

Purpose: To provide leadership to the club or group organization, the structure and the operation of the club and to be the primary contact person for the club with the County Extension staff and the 4-H program for Positive Youth Development.

Success Criteria: The club/group goals are met. Members and leaders are informed of club and unit 4-H activities. The club meetings involve members in leadership. Management tasks are carried out. Club leadership will perform effectively.

Responsibilities: **To see that the club is organized by arranging for the club to:**

- set annual goals and incorporate the essential elements of 4-H (Belonging, Mastery, Independence, and Generosity)
- meet regularly
- recruit new members, recognize graduating members and apply for club recognition (achievement night)
- guide families through enrollment and project selection
- elect, install, and train club officers*
- help officers prepare meeting agendas and carry out their duties*
- secure and distribute project manuals and other resources for club members and leaders
- organize opportunities for members to complete demonstrations and community service*
- participate in county and statewide events (when appropriate)
- help members evaluate individual and group progress
- provide adequate leadership for project and activities of the club
- oversee club accounts, donations, assets and fundraising*

To provide a system for support of youth and adult volunteer leaders including:

- sharing the responsibilities among club families and leaders
- guiding volunteers and parents who work with club youth through the leader enrollment process
- helping volunteers understand their roles in club and county
- orienting and informing all volunteers about behavior expectations of volunteers working with youth
- involving volunteers in learning experiences to help them do a good job
- helping volunteers plan and implement learning experiences with members and families
- providing for recognition of all volunteers
- helping volunteers evaluate individual and group progress

To maintain communication within the club and between the 4-H club and county and state 4-H program including:

- establishing processes to disseminate information in the club especially county newsletter
- maintaining regular contact with county Extension staff
- attending training and keeping up-to-date on county and state programs
- reporting club finances, inventory and other requested data to the county Extension staff

Time Required: 10-15 hours monthly from October through September (depends on club size and activities), Requires a yearly commitment

Target Dates: Monthly or more frequent club meetings, October through September

Resources Available: County 4-H Extension staff, other county leaders, printed 4-H materials for members and organization leaders, 4-H supplies from National 4-H Supply Service, Leaders Forum.

Qualifications: Desire to lead and organize groups
Ability and comfort with task delegation
Sincere interest in youth
Willingness to devote time and energy
Knowledge of community and its resources
Ability to work cooperatively with youth and adults
Organizational ability
Enthusiasm, patience and understanding

Position Benefits: Be a positive figure and teacher in the lives of youth and adult Volunteers. Gain skills in youth development and volunteer management
Skill development in the project areas of the club

Report to: 4-H Extension County staff
1525 Blue Spruce Dr.
Fort Collins, CO 80524