



Club Volunteer Job Description

Activity Helper/Leader

This document is appropriate for use with 4-6 grades and teen clubs.

Description:

Coordinate educational events such as tours, community service projects, fund-raising activities, and social events.

Specific duties/responsibilities:

1. Review the club calendar for a balance between educational and social activities in addition to the regular monthly meeting.
2. Recruit other parents or teens to do specific jobs for each activity.
3. Coordinate logistical arrangements for each activity (i.e., facility; announcements of date, place, time, cost, etc.; resource people; chaperones or recruit other parents to coordinate each activity).
4. Develop youth leadership skills by involving 4-H'ers on steering committees to plan, conduct and evaluate each activity.
5. Assist project leaders in planning educational activities into a calendar of project group meetings.
6. Encourage 4-H'ers to participate in 4-H learning opportunities (i.e., presentations and other activities).

Knowledge and skills needed:

1. How to advise a committee.
2. How to identify jobs necessary to conduct an activity.
3. How to recruit others to help.
4. How to organize an activity.
5. Annual activities in the 4-H Awards Handbook.
6. Developmental characteristics of 9 to 19 year olds.

Coordinate with:

1. Organizational leader
2. Project leaders
3. 4-H agent
4. Youth leaders

Tenure: One year, renegotiable each year thereafter.

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