



Club Volunteer Job Description

Club Coordinator

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

Description:

Coordinate the efforts of other leaders, parents and 4-H'ers to plan, conduct and evaluate 4-H club meetings, project groups and activities. Coordinator may want to find adults who would share this role rather than one person.

Specific duties/responsibilities:

- A. Coordinate the club leadership team.
 - 1. Identify and recruit parents or other adults/teens in the community to lead project groups and club activities.
 - 2. Provide time for 4-H'ers to sign up with project leaders to be in their group.
 - 3. Include dates of project group meetings and activities on club calendar.
- B. Guide club officers and the election process.
 - 1. Advise club on ways to hold elections.
 - 2. Orient members on officer duties and responsibilities.
 - 3. Build a team spirit with officers.
 - 4. Counsel with officers before each meeting regarding the agenda and after each meeting regarding their performances as officers.
- C. Working with the leadership team, develop the club program.
 - 1. Ask members, parents and other leaders for their interests and program ideas.
 - 2. Organize and meet with a club program planning committee. (See Steps in 4-H Program Planning.)
 - 3. Prepare and distribute yearly club calendar of events to 4-H families and county 4-H office.
- D. Working with leadership team, guide 4-H educational experiences.
 - 1. Provide opportunities for 4-H'ers to select projects.
 - 2. Schedule with project leaders when to do-share-apply 4-H projects.
 - 3. Provide opportunities for members to learn and practice parliamentary procedure and other Leadership skills in 4-H meetings. Be aware of individual 4-H'er needs and capabilities.
 - 4. Teach subject matter when necessary.

Knowledge and skills needed:

- 1. Guiding a small group (i.e., officers, leadership team).
- 2. Sharing leadership in group.
- 3. How to solicit interests for program ideas.
- 4. Preparing a club calendar of club meetings and activities.
- 5. Identifying jobs for others to do.
- 6. Recruiting adults or youth leaders to help.
- 7. How to help officers plan, conduct and evaluate the 4-H meeting.
- 8. County operations regarding project selection and completion.
- 9. Parliamentary procedure.
- 10. Developmental characteristics of youth ages 9 to 19.
- 11. How to teach prepared lesson plans.

Coordinate with:

1. 4-H agent
2. Other leaders
3. Parents
4. Officers

Tenure: One year, renegotiable each year thereafter.

Prepared by
Judy M. Groff, Extension 4H Specialist

Published by
THE NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE

Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. Employment and program opportunities are offered to all people regardless of race, color, national origin, sex, age, or disability. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

8-87-6M

4H-0-1-167

updated 5/97