



# Club Volunteer Job Description

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## Club Leadership Team

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

Team members (3-4 members) - involve club officers if working with a teen club.

- Club Coordinator
- Activity Helper
- Project Helper
- Teen Helper
- Other interested parents

### **Description:**

Organize, lead and maintain a 4-H club for the purpose of helping youth:

1. develop positive self-concepts and social skills.
2. learn knowledge and skills related to subject matter of their choice.

### **Specific duties/responsibilities: \***

1. Plan with club members a club calendar of events which includes monthly meetings, project group meetings and special activities.
2. Work with club officers to plan and conduct monthly business meeting.
3. Follow through on planned learn-by-doing experiences for the educational program of each meeting.
4. Involve parents in performing assigned, meaningful responsibilities with regard to club operations.
5. Assist 4-H'ers in identifying interests and setting personal learning goals.
6. Involve 4-H'ers in meaningful leadership roles.
7. Teach parliamentary procedure.
8. Structure opportunities for 4-H'ers to practice speaking before a group.
9. Teach subject matter by involving 4-H'ers in learn-by-doing activities.
10. Keep updated membership records.

### **Knowledge and skills needed:**

1. How to identify specific jobs related to club operations and recruit other adults or teens to do jobs.
2. Program planning.
3. Project selection and do-share-apply.
4. Developmental characteristics of youth ages 9 to 19.
5. How to design and/or implement fun learn-by-doing experiences.
6. 4-H awards program and opportunities.
7. Club record keeping.
8. How to advise or help youth leaders grow in leadership skills.

### **Coordinate with:**

1. 4-H agent
2. Community leaders
3. Parents
4. 4-H'ers

**Tenure:** One year, renegotiable each year thereafter.

\*If you are working with a teen club, be sure the leadership team includes the teen officers. The adult members of a teen club leadership team need to let the 4-H teens assume many of the duties above while the adult helpers coach the teens and provide overall guidance.

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