



Club Volunteer Job Description

Project Helper/Leader

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

Description:

Guide 4-H project group in "learn-by-doing" experiences to help 4-H'ers develop knowledge and skills appropriate to their age levels and related to their interests.

Specific duties/responsibilities:

1. Guide 4-H'ers in the do-share-apply process.
 - a. Schedule group time to do each phase of process.
 - b. Use innovative techniques to assist 4-H'ers in collecting information to put in the final report.
 - c. Provide incentives to encourage member participation.
2. Plan and schedule project group meetings/activities.
 - a. Ask members for specific interests within project areas.
 - b. Plan learning activities; schedule activities progressing from the simple to the complex.
 - c. Prepare and distribute a project group calendar of events for 4-H'ers.
3. Teach subject matter.
 - a. Use a variety of teaching methods.
 - b. Involve 4-H'ers in leadership roles.
 - c. Help and encourage 4-H'ers to share skills learned by presenting demonstrations to project group.

Knowledge and skills needed:

1. 4-H resources available within project area.
2. How to help 4-H'ers with the do-share-apply process.
3. Developmental characteristics of appropriate age group.
4. "Learn-by-doing" teaching techniques that make learning fun.
5. Sequencing learning activities.
6. Making a calendar of events.
7. Involving youth in leadership roles.

Coordinate with:

1. Organizational leader
2. 4-H'ers
3. Parents

Tenure: One year, renegotiable each year thereafter.

Prepared by
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