



# Club Volunteer Job Description

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## Youth Helper/Leader

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

### **Description:**

Assist adult leader in all areas of club organization and maintenance and assume responsibility for at least one specific task.

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

(Select one or more areas or tasks to do each year.)

1. Help younger 4-H'ers select projects and work through the do-share-apply process.
2. Assist with club program planning in one or more of the following ways:
  - a. Making a calendar poster for club use.
  - b. Finding 4-H'er interests.
  - c. Serving on a program planning committee.
  - d. Helping a younger 4-H'er present the plan to club members.
  - e. Securing resource people to do scheduled programs.
3. Assist with conducting the business meeting in one or more of the following ways:
  - a. Meet with officers prior to meeting to plan agenda.
  - b. Meet with officers after meeting to evaluate member participation and enthusiasm for the business meeting and program, and make notes for changes in later meetings.
  - c. Help officers follow through on their specific duties.
4. Help 4-H'ers prepare for involvement in 4-H presentations and other contests.
5. Learn to teach prepared lesson plans from the Discovery Curriculum Guide or other appropriate curriculum.
6. Teach subject matter of interest to you and your 4-H'ers.
7. Assume specific responsibilities for implementing club activities.

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

1.
  - a. How to use the 4-H project selection guide.
  - b. How to help do-share-apply 4-H projects.
2. Club program planning and scheduling a yearly calendar of events.
3. How to find member interests.
4. How to coach a younger 4-H'er who is writing a project report or preparing a presentation.
5. Developmental characteristics of 5 to 12 year olds.
6. Parliamentary procedure.
7. Officer duties and responsibilities.
8. How to implement a prepared lesson plan.
9. How to design fun "learn-by-doing" experiences and prepare a lesson plan.
10. How to serve on a planning committee.

**Coordinate with:**

1. Organizational leader
2. Project leaders
3. Activity leaders
4. 4-H agents

**Tenure:** One or more years.

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