

**North Carolina 4-H**

**4-H Club Leader Position Description**

**Purpose:**

Help 4-H club members grow and reach their fullest potential by supporting them to conduct meaningful, educational experiences. Inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities that lead youth to become successful, contributing members of society.

**Develop a caring relationship with members.**

* + - Become an advisor, guide, and mentor.
    - Each member is a unique individual with unique needs. Take time to listen and visit casually with each young person.

# Create a safe environment for members.

* + - Help youth feel welcome and safe from physical or emotional harm.
    - Encourage participation and welcome the ideas of youth and parents.
    - Ensure adequate supervision at all club functions.

# Provide opportunities for youth to feel capable and experience success, developing self- confidence.

* + - Help youth find resources to explore projects and activities.
    - Provide meaningful learning experiences.
    - Model and teach that failure or frustration is part of learning experience.
    - Be fair and consistent in enforcing rules and giving feedback.

# Provide opportunities for youth to value and practice service to others.

* + - Encourage youth to consider the feelings of others.
    - Encourage youth mentoring each other.
    - Allow youth to choose their service projects based on what is important to them and their community.

# Provide opportunities for youth to make decisions.

* + - Provide opportunities for youth to feel they have impact over their lives.
    - Allow youth to make decisions about how the club functions and its activities.
    - Engage members in creating a yearly club activity calendar.
    - If you choose to have officers in your club, help them learn their responsibilities and train them to run their meetings, develop committees and plan and conduct activities.

# Create an inclusive environment.

* + - Involve members in developing club programs, project work, community service, social events, and participation in county, district, and state 4-H events.
    - Serve as a primary communication link between the county Extension office/county 4-H professional and the club.
    - Follow-up with members who miss meetings.
    - Continually provide feedback to members. Give them advice and praise.
    - Have members provide feedback to you. Ask members how you can help them even more than you are now.

# Keep up-to-date and trained.

* + - Read 4-H newsletters and literature from the county Extension office and keep members, parents, and other advisors informed.
    - Be aware of 4-H projects available, help members select projects, and encourage parents to support their child’s project work.
    - Participate in new volunteer training.
    - Participate in once a year required volunteer trainings.

# Qualifications/Skills Needed:

* + - Sincere interest in the safety and well-being of youth.
    - Ability to teach and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
    - Successfully pass through Child Protection and Safety Policy screening process.
    - Ability to organize information and materials and delegate responsibility.
    - Ability to work and communicate effectively both verbally and written.
    - Ability to motivate parents and other volunteers to assume leadership positions.
    - Ability to work with minimal supervision from professional staff.
    - Interest in working with other volunteers and professional staff in an educational setting.
    - Willingness to follow the philosophy, policies, and procedures of North Carolina 4-H and NC State University or NC A&T State University

# Support:

* + - Extension agrees to provide training that will help the volunteer meet the needs of members, leaders, and parents.
    - Provide appropriate educational materials.
    - Offer professional assistance.
    - Provide appropriate recognition and awards.

# Appointed by:

* + - County 4-H Agent following successful application and screening process

# Responsible to and receives counsel and guidance from:

* + - County 4-H Staff
    - Youth
    - 4-H Specialists

# Length of Commitment:

* Unlimited