4-H Volunteer Role Description
Organizational Club Leader – Buncombe County

Purpose: Coordinate the efforts of other leaders, parents and 4-Hers to plan, conduct and evaluate 4-H club meetings, project groups and activities.

Responsibilities:
A. Coordinate the club leadership team:
   ◆ Identify and recruit parents or other adults/teens in the community to lead project groups and club activities.
   ◆ Provide time for 4-Hers to sign up with project leaders to be in their group.
   ◆ Include dates of project group meetings and activities on club calendar.

B. Provide club management and communication:
   ◆ Read 4-H newsletters, blogs, emails and literature from the county Extension office and keep members, parents, and other advisors informed.
   ◆ Be aware of 4-H projects and activities that are available, help members select projects, and encourage parents to support their child’s project work.
   ◆ Secure club organization materials from the county Extension office.
   ◆ Complete enrollment forms and other paperwork in a timely manner as requested by the county Extension office.
   ◆ Be fair and consistent in enforcing rules and giving feedback.
   ◆ Advise club on ways to hold officer elections and ensure officers are aware of their duties and responsibilities.

C. Develop the club program:
   ◆ Ask members, parents, and leaders for their interests and program ideas.
   ◆ Develop a yearly plan which includes club meeting topics and activities for each month.
   ◆ Ensure that club members and parents are aware of club event details such as times, locations, dates, items to bring, and required paperwork.
   ◆ Allow youth to make decisions about how the club functions and its activities.
   ◆ Ensure that club meetings and activities are educational and that youth are learning using the Experiential Learning Model (to be taught during volunteer training)

D. 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.
   ◆ Encourage membership with regardless of race, color, creed, national origin, religion, sex, age or disability.

E. Participate in volunteer training
   ◆ Participate in twice a year required volunteer development trainings (required for club charter renewal).

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Qualifications/Skills Needed:
- Successfully pass the North Carolina 4-H Volunteer Screening process.
- Possess a sincere interest in the safety and well being of youth.
- The ability to guide a small group of youth.
- The ability to teach using a prepared lesson plan or 4-H project resources.
- The ability to thoroughly complete club, youth, and enrollment paperwork.
- The ability to be sensitive of confidential matters and information.
- The ability to teach and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership in youth.
- The ability to organize information and materials and delegate responsibility; the ability to work and communicate effectively both verbally and written.
- The ability to motivate parents and other volunteers to assume leadership positions;
- The ability to work with minimal supervision from professional staff;
- A sincere interest in working with other volunteers and professional staff in an educational setting;
- A willingness to become familiar with the philosophy and guidelines of North Carolina State University Cooperative Extension and the Buncombe County 4-H Program.

Support:
- Extension agrees to provide orientation and training that will help the volunteer meet the needs of members, leaders, and parents.
- Provide appropriate educational and enrollment materials.
- Offer professional assistance and guidance.

Appointed by:
- Buncombe County 4-H Agent

Responsible to and receives counsel and guidance from:
- Buncombe County 4-H Agent
- Buncombe County Cooperative Extension Faculty

Length of Commitment
- 1 year, renegotiable each year thereafter.

Time Involved:
- Approximately 4-5 hours per month; this includes time required to plan and conduct the monthly club meeting as well as follow up communication time with club members and the County Extension office; time invested to support club members with specific activities varies depending on the type of activity and the degree of club involvement.

I have reviewed this role description with the 4-H Agent and accept these responsibilities as presented.

X
Volunteer Signature

Date

X
4-H Agent Signature

Date