



**ROLE TITLE:** Junior Leader Advisor, Junior Leader 4-H Interstate Exchange Chaperone

**TIME REQUIRED / DURATION OF APPOINTMENT:**

- ◆ Requires a minimum of one-year commitment, approximately 4-10 hours per month
- ◆ Time for the Junior Leader program will depend on activities throughout the year and will vary
  - ◆ Junior Leader Meeting: 1-2 hours including set-up
  - ◆ Organizing and planning with the youth officers (approximately 1-3 hours per month)
- ◆ Participation in volunteer training
- ◆ Participation in other activities and events as desired

**PURPOSE:**

- ◆ To work with county Extension office/county 4-H professional and youth to offer a positive youth development experience for young people
- ◆ To provide leadership to the Junior Leader organization.
- ◆ Serve as a liaison between 4-H members, their parents, and other volunteers regarding the Junior Leader program.
- ◆ Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

**RESPONSIBILITIES:**

- ◆ Create and maintain a safe environment that fosters positive youth development
- ◆ Ensure the program is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
- ◆ Support youth voice by involving youth in decision-making
- ◆ Encourage youth/adult partnerships
- ◆ Involve youth leaders in teaching or leadership roles, including learning basic Parliamentary Procedure
- ◆ Assist Junior Leader officers with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of members.
- ◆ Attend Junior Leader meetings and activities.
- ◆ Secure material resources as needed to conduct, promote, and expand the Junior Leader program.
- ◆ Maintain open communication with youth, adult volunteers, and parents/guardians, including 4-H Club Junior Leader Liaisons
- ◆ Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.

- ◆ Ensure compliance with all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of Purdue University Cooperative Extension.

## **QUALIFICATIONS:**

- ◆ Adults with a willingness to work with youth and other adults while becoming familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Must believe in youth voices and serve as a positive role model and mentor
- ◆ The ability to teach and motivate youth while nurturing positive self-esteem, decision-making responsibility, and leadership in the youth
- ◆ You do not need to have all the answers, but are willing to help youth find answers
- ◆ An appreciation of experiential learning and a desire to help youth learn by doing
- ◆ Commitment to providing educational opportunities to diverse groups of youth and adults
- ◆ Experience working with teams and creating capacity in others
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding
- ◆ Written and oral communication skills
- ◆ Willingness to communicate with diverse groups of youth and adults
- ◆ A sincere interest in 4-H educational programs
- ◆ The ability to work with minimal supervision from professional staff.

## **BENEFITS:**

- ◆ Learn strategies to teach and lead effective meetings
- ◆ Opportunity to connect with community partners
- ◆ Develop personal and interpersonal communication skills
- ◆ Opportunity for personal growth
  - Increased confidence
  - Learn problem solving skills
  - Practice time management
- ◆ Potential to gain technical skills that are transferable to professional work environments
- ◆ Satisfaction of contributing to positive development of youth, families, and community

## **TRAINING/ORIENTATION:**

- ◆ Required— Youth Safety and Reporting Child Abuse Training—online (4Honline)
- ◆ Required—One hour of Continuing Education- online or in-person
  - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
  - Receive Extension Volunteer Agreement prior to volunteering
- ◆ Indiana 4-H Volunteer Handbook
- ◆ Promising Practices for Indiana 4-H Junior Leader Programming

## **RESOURCES AVAILABLE:**

- ◆ Guidance and support from County 4-H Youth Development Staff
- ◆ Volunteer leaders training workshops (county, regional, state)
- ◆ Volunteer Continuing Education Online Trainings List: [bit.ly/CESuggestions](https://bit.ly/CESuggestions)
- ◆ **Websites:**
  - Indiana 4-H Youth Development Website:

<https://extension.purdue.edu/4h/Pages/default.aspx>

- 4-H National Headquarters: <https://nifa.usda.gov/program/4-h-positive-youth-development>
- National 4-H Council: <https://extension.purdue.edu/4h/>
- Shop 4-H: <https://shop4-h.org/>
- LaPorte County 4-H: <https://extension.purdue.edu/LaPorte/category/14>
- LaPorte County 4-H Facebook: <https://www.facebook.com/LaPorteCo4H>
- LaPorte County 4-H App: (coming soon!)

**Accountable to:** County 4-H Youth Development Staff, District Director, State 4-H Program Leader and Director of Extension

**CONTACT PERSON:** MaryJo Moncheski- [mmonches@purdue.edu](mailto:mmonches@purdue.edu) and Gayle O'Connor- [gjoconno@purdue.edu](mailto:gjoconno@purdue.edu) or by phone: 219-324-9407

**SALARY:** Unsalaries; Volunteer.

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Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Extension Professional

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Date