

**ROLE TITLE:** Club Leader

The Club Leader position description includes the following titles: Club Leader, Co-Organizational Leader, Co-General Leader, and Organizational Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

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

PURPOSE:

- ◆ To work with youth and adults to offer a positive youth development experience for young people
- ◆ To provide leadership to the club or group organization.
- ◆ Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs.
- ◆ 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, inclusive environment that fosters positive youth development
- ◆ Ensure the club 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 club decision-making
- ◆ Encourage youth/adult partnerships
- ◆ Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- ◆ Meet with youth leadership team to plan meetings, agendas, and educational programs
- ◆ Recruit adult and youth volunteers and resource people
- ◆ Involve parents/guardians in helping members with projects and club responsibilities
- ◆ Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
- ◆ Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects
- ◆ Inform club members, leaders, and parents/guardians of county programs, events and activities, as well as 4-H Youth Development program policies and procedures
- ◆ Communicate appreciation to and recognition of people who have contributed to the club's success
- ◆ Maintain open communication with youth, adult volunteers and parents/guardians
- ◆ Participate in one or more volunteer development opportunities each year.
- ◆ Complete and submit Annual Charter Renewal by county deadline, including a financial report (if applicable)

- ◆ Meet with youth to plan and evaluate educational programs and activities
- ◆ Facilitate a review and potential updates of club bylaws or operating guidelines
- ◆ Serve as the primary communication link between the County Extension office/county 4-H professional and the club. Secure club organization materials from the county Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the county Extension office.
- ◆ Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
- ◆ Maintain appropriate communications with, and coordinate the contributions of, other club leaders.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ Inform members and parents of project evaluation requirements and dates.
- ◆ 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.
- ◆ 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
- ◆ Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- ◆ 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 working with other volunteers and professional staff in an educational setting.
- ◆ 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

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

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 and Gayle O'Connor- gjoconno@purdue.edu or by phone: 219-324-9407

LOCATION:

- ◆ Specify area of responsibility.

SALARY:

- ◆ Unsalared; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date