

4-H Organizational Leader



Description of Job: The Organizational Leader is the 4-H club coordinator who communicates with other leaders, county faculty, club officers, club members and their families to maintain smooth operation of the club throughout the year. (If there is only one leader in a club, the leader would be an Organizational Leader and Project Leader.)

Advisors: County Extension Faculty and 4-H Program Aide.

Responsibilities:

- Oversee general operation of the club, including goal setting, annual planning, working with club officers and evaluation. Meet county, state and national deadlines.
- Recruit project and resource leaders as needed and encourage participation in 4-H classes and workshops.
- Communicate with Extension staff. Convey information to leaders, members and families.
- Submit Treasurer's book with signed audit by Oct. 1 each year and club enrollment by March 1.
- Participate in at least three County 4-H meetings (at least one must be a 4-H Council meeting, the others may be committee or advisory meetings).
- Participate in at least two leadership training opportunities.

Qualifications:

- Interest in and ability to communicate with youth and adults in community.
- Ability to organize and plan. Time to carry out leadership role.
- Know where to find resources and information. Ability to delegate responsibility to others.
- Provide a positive role model and good example for youth and adults.

Term: One year with option to renew (October to September)

Time Involved:

- Usually one general club meeting per month.
- Planning meetings with officers and other leaders.
- Participation in at least two trainings and three 4-H County meetings.
- Preparation for and participation in fair.

Relationships:

- Support from other leaders, teen leaders and County 4-H Council.
- Help and input from 4-H members and their families.
- Training and support from County Extension faculty and staff.

Benefits:

- Satisfaction, recognition, leadership skills and appreciation from others.
- County 4-H newsletter
- Training opportunities.
- Leadership opportunities at District and State levels.
- Liability insurance coverage through University of Idaho.

The University of Idaho provides equal opportunity in education and employment on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran, as required by state and federal laws.

Results Expected:

- Activities will be conducted in a safe, supportive atmosphere.
- Youth will be able to demonstrate skills and knowledge learned.
- Parents will be informed and involved.
- Social and citizenship skills that contribute to personal development will receive the same emphasis as project skills.

Measures to determine leader accomplishments:

- Youth enrollment, member project completion records and related information turned in to county extension office or organizational leader.
- Sufficient club meetings and activities for members to accomplish project goals.
- Written youth comments and oral interview responses will show evidence of personal development, confidence and skills learned.
- Feedback and observations from parents and other project leaders.

4-H LEADER ACKNOWLEDGMENT STATEMENT

I have received a copy, understand and agree with the 4-H Volunteer Position Description that describes my responsibilities as a 4-H Volunteer Leader. Any changes have been noted and initialed.

I have received and read a copy of the following printed materials from the University of Idaho Cooperative Extension System:

1. *“Idaho 4-H Leader’s Guide: Idaho 4-H Policies and Procedures”, current version, #91605.*
2. *“Guidelines for Personnel Who Work with Children”.*

I agree to follow the policies in these documents.

I have also been given a copy of *“Child Abuse Policy and Definitions”*: Idaho Code section 16-1601 and 16-1602 and *“Reporting of Abuse, Abandonment, or Neglect”*: Idaho Code 16-1619 and *“Immunity”*: Idaho Code 16-1620.

I agree to follow the University of Idaho Cooperative Extension System Affirmative Action and Equal Opportunity Policies by not allowing discrimination in my 4-H Club on the basis of race, gender, color, age, religion, national origin, or disability.

I will follow correct University of Idaho Cooperative Extension System money management account audit procedures as outlined in the *“Idaho 4-H Leaders’ Guide: Idaho 4-H Policies & Procedures”, #91605.*

Signature

Date

Print Name

Date