

4-H Project Leader



Description of Job: The Project Leader conducts an informal educational program for 4-H youth in one or more project areas that provides for learning self-responsibility, social skills, new experiences, subject matter skills and satisfaction of accomplishment. The learning experiences should be structured around the special interest and abilities of the individual 4-H members.

Advisors: Club Organizational Leader, County Extension Faculty and 4-H Program Aide

Responsibilities:

- Gather and distribute resources and project materials, hold project meetings, establish schedules, plan special events and learning experiences. Inform of 4-H opportunities.
- Encourage members to participate, complete and evaluate their experiences.
- Evaluate member's progress and recognize personal growth of individuals regularly through praise, added responsibility and trust. Read and sign 4-H record book to verify completion.
- Maintain a positive relationship with club's other leaders and parents.
- Recruit other volunteers to assist in the project area when needed.
- Maintain competency in the project area and youth-related issues by participating in at least two training meetings annually and reading project materials.

Qualifications:

- Enthusiasm, knowledge of project areas
- Ability to motivate, organize, supervise, delegate and evaluate
- Provide a positive role model for youth and adults

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

Time Involved:

- Number of meetings needed to accomplish project work (varies from 4 to 12, or more, depending on project).
- Participation in at least two leader trainings and three 4-H county meetings.
- Planning meetings, preparation, and participation in the 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 and 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:

- 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 and projects will receive equal emphasis. Activities will be conducted in a safe, supportive atmosphere.

Measures to determining accomplishment of goals:

- 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 members, parents and other project leaders about growth of members.

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