



Volunteer Position Description

Organizational Club Leader for 4-H Family & Consumer Sciences Projects

ORGANIZATION: Kentucky 4-H Program, University of Kentucky, Cooperative Extension Service

POSITION TITLE: 4-H Club Organizational Leader for Family and Consumer Science related projects (e.g., consumer & financial education, entrepreneurship, family life, fashion/image/grooming, nutrition, food preparation, home environment, needlework, sewing, textiles, workforce preparation and career education)

TIME REQUIRED: Time for preparation prior to each meeting and attendance at each meeting; occasional conversations or meetings with the extension agent. The 4-H Program Year is September 1 – August 31.

Traditional Clubs meet monthly throughout the year. Special Interest (SPIN) Clubs meet multiple times within fewer months; the number of meetings should be based on the time required for members to complete the project.

LOCATION: (Locations where all people are welcome, such as schools, Extension office, or public facilities)

GENERAL PURPOSE: The club leader will serve as the primary liaison for the 4-H club with the county Extension staff; will guide 4-H members in meaningful educational experiences using 4-H curricula; and will encourage members, parents and other volunteers to actively participate in a variety of 4-H opportunities.

SPECIFIC RESPONSIBILITIES:

- Serve as the primary liaison for the 4-H club with the county Extension staff
- Be committed to young people and sensitive to their abilities and needs
- Be a model of a caring, accepting, and ethical adult
- Make arrangements for club meetings and activities
- Orient new members and their families to club activities, expectations and opportunities
- Plan and lead educational activities using the model--youth do activities, reflect on the experience and apply what they learn to real life
- Teach members the skills and knowledge necessary to complete the project, using curriculum approved for use in the Kentucky 4-H program
- Challenge members to stretch beyond their current level of knowledge and skill
- Praise members for the progress they make
- Provide members feedback, letting them know when they meet the project standards and advising them when improvement is needed to reach standards
- Train and work with club officers and guide all youth in developing leadership skills
- Teach members group decision-making skills and allow the club opportunities to make group decisions
- Encourage parents to support their child's project work and the club's efforts
- Be open to the ideas of members and parents
- Recruit parents and other adults to assist through volunteer roles
- Follow the guidelines and policies of the Kentucky Cooperative Extension Service, Kentucky 4-H, and the county 4-H program
- Read 4-H newsletters and information from the county Extension office and keep members, parents and other volunteers informed
- Participate in volunteer development opportunities when available

QUALIFICATIONS:

- Approval as a Kentucky 4-H volunteer (Must successfully complete the Client Protection Process)
- Ability to provide one’s own transportation to club meetings, activities and volunteer training
- Ability to provide information and motivate youth while nurturing positive self-esteem, decision making, personal responsibility and leadership in youth
- Have an Interest in and knowledge of the FCS project
- Have an interest in sharing one’s own knowledge and skills in a non-formal educational setting
- Ability to organize information/materials
- Ability to communicate effectively in verbal and/or written forms
- Ability to motivate parents/ other volunteers to assume leadership positions and delegate responsibility
- Ability to work with minimal supervision from Extension staff
- A willingness to become familiar with and work within the philosophy and guidelines of Kentucky CES, Kentucky 4-H, and county 4-H program

BENEFITS:

- Opportunities to make a positive difference in the lives of youth
- Opportunities to develop lifelong friendships with youth, parents and other volunteers
- Educational opportunities to develop/enhance one’s own abilities and skills in subject matter, communication, leadership, organization, and time management—skills which are transferable to the workplace
- Opportunities to gain an awareness of community needs and contribute through civic engagement
- Access to resources such as curriculum materials, research based factsheets, and audio-visuals
- Consultation with Extension professionals
- Recognition

SALARY: Unsalaries; volunteer. This position does not imply employment with the University of Kentucky

MENTOR/SUPERVISING PROFESSIONAL:

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

Email:

“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”

Signature of Volunteer

Date

Signature of Extension Professional

Date