



## 4-H Woodworking Club and/or Project Leader Position Description

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Kentucky 4-H Youth Development Program  
The University of Kentucky Cooperative Extension Service

POSITION TITLE: 4-H Woodworking Club Leader and/or Project Leader

TIME REQUIRED: Varies

LOCATION: Appropriate location can be determined. (e.g., Cooperative Extension Office)

**GENERAL PURPOSE:** To serve as a liaison between the county Extension office, local 4-H professional and 4-H members, their parents and other volunteers regarding 4-H club programs. The leader will support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. The leader will also inform and encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities.

### SPECIFIC RESPONSIBILITIES:

- Be committed to young people and their growth in all areas
- Advise 4-H club members regarding their contributions to and participation in club activities
- Be dedicated to young people and sensitive to their abilities and needs
- Encourage 4-H members' and parents' interest and participation
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of the University of Kentucky CES, the Kentucky 4-H program and the county 4-H program
- Recruit new members
- Attend all or make arrangements for the club meetings and activities
- Read 4-H newsletters and literature from the county Extension office and keep members, parents and other volunteers informed
- Participate in one or more volunteer development opportunities each year
- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work
- Teach or direct members and their parents to project resources
- Inform members and parents of project evaluation requirements and dates
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve
- Praise members for the progress they make

### QUALIFICATIONS:

- Must complete the Volunteer Application process and be approved by the Youth Protection/Risk Management Committee
- The ability to organize information and materials
- The ability to work with minimum supervision from professional staff
- The ability to educate youth while nurturing positive self-esteem, decision making, responsibility and leadership in the youth

- The ability to communicate effectively with youth, parents and other adult volunteers
- Must provide your own transportation to/from meetings and activities
- Has a sincere interest in working with Extension personnel, volunteers, parents/guardians, and youth
- Must be 21 years old or older
- Must complete all required paperwork (i.e., Personal Information and Enrollment Form)

**BENEFITS:**

- Appropriate resource materials will be provided
- Professionals will be available for consultation on a one-to-one basis
- Recognition will be provided to volunteers
- The opportunity to work with youth and provide positive support and growth experiences

**SALARY:**

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

**MENTOR/SUPERVISING PROFESSIONAL**

**NAME:**

**ADDRESS:**

**CITY, STATE, ZIP:**

**PHONE:**

**FAX:**

**E-MAIL:**

*“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 race, color, age, sex, religion, disability or national origin 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.”*

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Signature of Volunteer

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Date

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Signature of Extension Professional

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Date