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**VOLUNTEER JOB DESCRIPTION**

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**Title/Position:** 4-H Community Club Organizational Leader

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**Worksite:** TBD by Club Leader

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**Supervisor:** Bridgete McKenna and Shane Michael, 4-H Youth Development Agents

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**DEFINITION OF DUTIES**

**Provides leadership to youth and volunteers to:**

- Establish annual club goals and objectives
- Plan the yearly club program and activities
- Recruit new members, recognize graduating members and apply for club recognition
- Conduct enrollment and help members to select projects
- Elect, install, and train club officers
- Mentor officers in preparing meeting agendas, learning skills and carrying out other duties
- Secure and distribute project manuals and other resources for members and leaders conduct group activities and events.
  - Participate in county, regional and statewide events and programs
  - Help youth evaluate individual and group progress
  - **Establishes a system for support of youth and adult volunteer leaders including:**
  - Sharing the responsibilities among club families
  - Helping volunteers understand their roles
  - Involving volunteers in learning experiences to help them do a good job
  - Helping volunteers plan and implement learning experiences with members and families
  - Assisting volunteers in evaluating individual and group progress
  - **Maintains communication within the club and between the 4-H club and county, district and state**
  - **4-H program including:**
  - Setting up processes to disseminate information in the club
  - Maintaining regular contact with 4-H Agents
  - Attending training and keeping up-to-date on unit, regional, state, and national programs
  - Reporting enrollment and other requested data to the 4-H Agents.

**Time Required:** Approximately 10-15 hours on a monthly basis for club meetings. Time commitment varies based on special events and activities. Attendance at one hour quarterly leader and association meetings required.

**Qualifications:**

- Must be at least 21 years or older.
- Complete and sign the following forms and return the originals to the County 4-H Office: Volunteer Application Form, 4-H Participation Form and 4-H Code of Conduct.
- Enroll in 4-H Online.
- Must complete Youth Protection Training Quiz and Level 2 Background Screening.
- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities.
- Effective written and oral communication.
- Excellent organization skills.
- Willingness to work as a team member.

**Benefits:**

- Expenses incurred and miles driven are tax deductible.
- Liability and Workman's Compensation insurance through the University of Florida.
- Opportunity to develop organizational and communication skills.
- Recognition of others in your community.
- Helping in the positive development of the youth of the county.

\_\_\_\_\_ I agree to accept the above-mentioned assignment.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_