

Club Organizational Leader Position Description

PURPOSE

Organizational Leader(s) provide overall leadership for a 4-H club. As the title indicates, this person is an organizer, not someone who does everything for the club. A club can have more than one organizational leader, if needed.

TIME REQUIRED

One year, approximately 10 hours per month.

RESPONSIBILITIES

1. Coordinate member and volunteer enrollments and project selection
2. Guide planning of the yearly club program.
3. Oversee election of club officers.
4. Assist club officers in planning effective club meetings by helping them with their agenda and parliamentary procedure.
5. Recruit and support other volunteer leaders, youth volunteers, and resource people.
6. Serve as a communication link between the club and county UW-Extension office.
7. Work with the community to build understanding and support of 4-H.
8. Coordinate club reports, record books, and county fair participation.
9. Involve parents/guardians in helping members with projects and club responsibilities.
10. Keep 4-H club members, volunteer leaders, and parents informed of county programs/events and 4-H Youth Development policies and procedures.
11. Attend volunteer leader training sessions and county Leader Organization meetings.
12. Communicate appreciation to and recognition of people who have contributed to the club's success.

QUALIFICATIONS

1. Enrolled 4-H adult leader who has completed Youth Protection Process
2. Willingness to work with any 4-H member, leaders or parent.
3. Ability to relate to others.
4. Enjoy working with people.
5. Enthusiasm.
6. Able to delegate to others.
7. Willingness to work as a member of the club organizational team.
8. Willingness to listen and guide others.

RESOURCES AVAILABLE

1. County 4-H Youth Development Educator and Program Advisor
2. Other Club Organizational Leaders
3. 4-H Literature
4. County workshops or seminars
5. Access to multi-county, district, and state level training workshops
6. State Extension specialists