

# **Project Leader Position Description**

## **PURPOSE**

Project Leaders work with a small group of 4-H members usually outside of the regular monthly club meeting to help them reach their learning goals in a specific 4-H project.

## **TIME REQUIRED**

One year, approximately six meetings or more.

## **RESPONSIBILITIES**

1. Support and encourage project members to reach their learning goals.
2. Establish a regular schedule of project experiences where members can gather to work on their projects.
3. Provide leadership for regularly scheduled project experiences.
4. Utilize project literature and other Extension supported resources to support project experiences.
5. Provide recognition to project members for the work they have accomplished
6. Offer parents suggestions on how they can assist members learning experiences.
7. Be flexible and take into consideration the age and ability of each child's individual needs.
8. Help members prepare for county fair and the judging experience.
9. Assist member record keeping.
10. Communicate regularly with the club organizational leaders.
11. Involve and delegate tasks to youth/teen leaders where available and appropriate.

## **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 communicate to youth, parents, and other leaders.
4. Knowledge of the project area and willingness to update skills.
5. Enthusiasm.
6. Ability to cooperate and organize.
7. Willingness to delegate tasks to youth/teen leaders.
8. Willingness to listen and guide others.

## **RESOURCES AVAILABLE**

1. County 4-H Youth Development Educator and Program Advisor
2. 4-H Project Literature and other Extension supported materials
3. Workshops on county, multi-county and state levels.
4. Assistance from other club leaders and parents.
5. Community resources, people and places
6. State Extension specialists
7. Youth/teen leaders