

# **Activity Leader Position Description**

## **PURPOSE**

Activity Leaders help members carry out specific activities the club has included in its program for the year. These may be field trips, community service projects, fund raisers, or social events.

## **TIME REQUIRED**

1. One year, time varies per month and type of activity.

## **RESPONSIBILITIES**

1. Help members form a committee and agree on the goals of the activity.
2. Guide members of the committee as they plan and conduct the experience to accomplish their goals. (It is not the activity leader's responsibility to plan the activity for the youth.)
3. Provide guidance to members in planning, gathering information, obtaining resources, assigning responsibilities, promoting the activity, overseeing people and tasks, managing risks, and evaluating.
4. Guide learning that is occurring on the committee and in the activity.
5. Help members evaluate their work.
6. Inform parents and other adults as to how they can assist members in the activity.
7. Assist members in record keeping.
8. Update own skills and knowledge.
9. Help members participate in county, district, and state activities.
10. Delegate tasks to youth leaders and other adults.

## **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. Enthusiasm.
5. Ability to cooperate and organize.
6. Willingness to delegate tasks to youth/teen leaders.
7. Willingness to listen and guide others.
8. Knowledge of community resources.

## **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