



## 4-H Volunteer Position Description Project Leader 6/2015

### General Description

- Works with members enrolled in the project to support and guide their learning of knowledge, skills and attitudes.
- Supports The University of California 4-H YDP policies, mission and core values.

### Qualifications

Adults 18 years of age or older, especially parents of 4-H members, and adult friends of 4-H with skills to share, may serve as project adult volunteers. Project volunteers must be certified adult volunteers. Two adults (1 adult volunteer) must be available for insurance and liability purposes. A project volunteer should have:

- An interest in youth and an understanding of how they grow.
- An appreciation of informal education and a desire to help youth learn by doing.
- Time and energy to devote to the project, a desire to continue learning in the project areas.
- Knowledge of the subject matter and/or a willingness to attend training.
- The ability to share decision-making and responsibilities with youth.
- The willingness to maintain relationships with parents.
- Enthusiasm, patience, understanding.

### Duties of a Project Volunteer

The 4-H project volunteer works with the unit leadership team, to plan for the unit and to keep the unit informed of the activities of the project group. This is accomplished by:

- Ensure that two adults are present at all meetings.
- Assisting with enrollment, interpreting the project to potential members.
- Organizing the enrollees in a project group.
- Conducting a minimum of 6 hours of instruction or 5-7 project group meetings, workshops, tours or field trips.
- Involving experienced junior/teen leaders in teaching.
- Encouraging parents/guardians to provide appropriate project support at home.
- Giving individual support as needed to project members.
- Helping members establish goals and plan for their project work.
- Planning a sequence of learning experiences so that the project appeals to beginners and more advanced learners.

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- Working with members with regard to records, demonstrations, exhibits or other project-related activities.
- Encouraging members to complete project work as planned.
- Helping members evaluate their progress in project area.
- Providing recognition for the accomplishments of each member.
- Participating in project volunteer training offered by county, section or state.
- Helping project members know the requirements for exhibiting.
- Supporting project members as they prepare their exhibit.
- Working with a club leadership team to make arrangements for a 4-H member to attend county, sectional, or state events.

### Relationships

The 4-H project adult volunteer accomplishes tasks by working with:

- Members enrolled in the project.
- Parents/guardians of members enrolled in the project.
- Experienced junior/teen leaders and/or resource persons from the community.
- The leadership team (Community Club leaders and officers) of the club.
- The county 4-H staff.

### Time Required

The 4-H project adult volunteer allows sufficient time for:

- Project meetings planned by the group (minimum six hours of project instruction).
- Special project activities, home visits, tours, achievement day, county fair, etc.
- Attendance at training sessions.
- Organizing and planning with the club leadership team.

### Resource Available

The 4-H project adult volunteer should receive:

- Support and assistance from experienced project members.
- Support and assistance from retiring project volunteers, county project volunteers or county 4-H staff.
- Support and assistance from parents/guardians of project members and from the club leadership team.
- County or area project training sessions.
- Members' manuals, leaders' guides and other printed and audiovisual materials from Cooperative Extension and other sources.

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## Rewards

The 4-H YDP project volunteer may experience the:

- Satisfaction of watching youth learn and grow.
- Respect and friendship of project members and junior/teen leaders.
- Respect and gratitude of parents/guardians and community.
- Recognition of accomplishments by unit and county.
- Opportunity for continued personal growth and learning.
- Opportunity for increasingly responsible leadership roles.

## Length of Commitment

- One year, reviewed annually.

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