4-H Club Leader
Position Description

Title: 4-H Club Leader

Purpose: To ensure that the 4-H club has the necessary leadership to provide positive learning experiences for youth.

Responsibilities:
1. Organize the 4-H club.
2. Enroll and re-enroll members. Help members in selecting projects.
3. With 4-H officer team, help develop club goals and plan the program for the year. Have the completed program books printed and distributed.
4. Work with 4-H officer team in developing monthly club meeting agenda.
5. Attend all 4-H meetings and communicate dates and times of 4-H activities from the Extension Office to members and their parents.
6. Work with the club's Parents' Committee to identify the volunteer leadership needed for the club.   Make sure all club volunteers complete the VIP process.
7. Encourage all parents to become involved in the club program.
8. Act as main liaison between club and Extension Office. Pick up materials at Extension Office before each meeting to share with 4-H members. Complete necessary reports needed by the Extension Office. Attend leader training provided by Extension Agent.
9. Encourage members to participate in 4-H activities beyond the local club.
10. Work with New Family Coordinator in welcoming new families to the club.
11. Delegation: Involve as many other volunteers (adult and youth) as you can to complete these tasks.

Contact Person:
County / District Extension Agents

Resources Available:
Extension Office
Club Management Notebook
Resources Section of Kansas4-H.org
So You Are an .... (Club Officer Resources)

Qualifications:
Be committed to the successful management of the club.
Enjoy working with youth and other adult volunteers.
Ability to communicate with youth and adults.

Time Required:
2 year term. Considerable prep time in working with 4-H Officer Team for each monthly meeting.
Attend six county wide club leader meetings.

I will work to "Make the Best Better" through my
role as a 4- H Club Leader

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Volunteer's Signature