

## 4-H VOLUNTEER POSITION DESCRIPTION FORM

- POSITION TITLE:** Project Leader
- POSITION DESCRIPTION:** To guide and support 4-H members with their project work. The learning experiences to be structured around the special interests and abilities of the 4-H member.
- POSITION DUTIES:**
- Recruit other volunteers to assist in the project area if needed.
  - Encourage 4-H members to participate in the project area.
  - Maintain competence in the project area by attending training meetings and/or reading project materials.
  - Hold regular meetings with members to guide them in project skill development.
  - Acquire and distribute project materials and help members learn how to use the materials.
  - Plan special events such as tours, shows, social activities, etc. as they relate to the project.
  - Relate project experiences to career possibilities.
  - Be familiar with all 4-H regulations impacting project.
  - Make a year's plan with members and encourage completion.
  - Inform members of 4-H opportunities.
  - Evaluate member's progress and recognize personal growth of individuals regularly through praise, added responsibility and trust.
- QUALIFICATIONS:**
- Enthusiasm.
  - Some project skills.
  - Ability to motivate, direct and evaluate.
  - Ability to delegate tasks and responsibility.
  - Know where to find resource people and materials.
  - Ability to organize a meeting and a year's work.
- RELATIONSHIPS:**
- Teacher and friend to 4-H members.
  - Receive information and training from club leader or other resource persons.
  - Pass on information to members and parents.
  - Get material and advice from Extension agents.
- BENEFITS:**
- Satisfaction, recognition, leadership skills, appreciation from others.