

## KANSAS 4-H CLUB LEADER: POSITION DESCRIPTION



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### **PURPOSE:**

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

### **RESPONSIBILITIES:**

- All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
- Organize the 4-H club.
- Help members in selecting projects and online enrollment.
- With the 4-H officer team, help develop club goals and plan the program for the year. Have the completed program books printed and distributed.
- Work with the 4-H officer team in developing the monthly club meeting agenda.
- Attend all meetings and communicate dates and times of 4-H activities from the local K-State Research and Extension Office to members and their parents.
- Work with the club's Parents' Committee to identify the volunteer leadership needed for the club. Encourage all parents to become involved in the club program.
- Make sure all club volunteers complete the online volunteer enrollment and orientation process.
- Act as a liaison between the club and the local K-State Research and Extension Office. Pick up materials at the local K-State Research and Extension Office before each meeting to share with 4-H members.
- Complete necessary reports needed by the local K-State Research and Extension Office.
- Attend leader meetings and/or trainings provided by the local K-State Research and Extension staff.
- Encourage members to participate in 4-H activities beyond the local club.
- Work with the New Family Coordinator in welcoming new families to the club.
- Facilitate ceremonies to celebrate and recognize occasions and accomplishments.
- Delegate tasks and responsibilities to involve as many other volunteers (adult and youth) as you can to complete these tasks.

### **TRAINING AND ASSISTANCE:**

- ☞ Local K-State Research and Extension staff
- ☞ [Club Leader, Kansas 4-H Officer Training video](#)
- ☞ [4-H Club Corner](#)

### **TIME COMMITMENT:**

2-year term. Considerable preparation time in working with the 4-H Officer Team for each monthly meeting. Attend local club leader trainings and/or meetings.

### **QUALIFICATIONS:**

- ☞ Enthusiastic about 4-H and the mission of positive youth development!
- ☞ Be committed to the successful management of the club.
- ☞ Enjoy working with youth and adults.
- ☞ Ability to communicate with youth and adults.
- ☞ Enjoy sharing the benefits of 4-H.

#### **Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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