



4-H Community Club Leader Job Description

Purpose:

Organize or reorganize a 4-H community club by coordinating members, leaders and their families to determine a plan for the club's involvement, and to determine resources needed for that plan.

Responsibilities or Duties:

1. Organize 4-H club
2. Give members information provided by the Extension Office needed to enroll and re-enroll online
3. Help plan the yearly goals and programs with 4-H officers
4. Have completed program books printed and distributed
5. Inform club leaders, parents and members about club, county-wide, and out-of-county programs, events, and activities and encourage them to actively participate in appropriate 4-H opportunities
6. Encourage all parents to become involved in the 4-H program
7. Before meetings, pick up 4-H materials at the Extension Office to share with 4-H members
8. Complete necessary reports such as Club Summary and Annual Financial Report
9. Organize the reviewing of record books and submit record books, forms, award applications, and pin applications
10. Help 4-H members in selecting projects
11. Help officers conduct worthwhile club meetings and activities
12. Serve as a liaison between the Extension Office and 4-H members, their parents, and other volunteers regarding 4-H club programs

Skills/Knowledge Needed:

1. Enjoyment of working with youth of all ages
2. Interest in 4-H educational programs
3. Ability to organize and coordinate with other people
4. Ability to delegate responsibility
5. Ability to communicate with youth and adults

Expectations Resulting from this Position:

Having a hand in helping 4-H youth become respected leaders of the community

Contact Person:

Geary County Extension Agent, 4-H Youth Development

Resources Available:

1. Extension Office
2. Leader's Handbook
3. Geary County 4-H Website (<http://www.geary.k-state.edu/4-h/>)

Time Required:

Time varies depending on the number of club activities and the time of the year.