

4-H Club Leaders Job Descriptions

Organizational Leader(s)- recommend two

- Organizational Leaders must have a current 4-H Background Check
- Organizational Leaders must complete the Clover Academy Online 4-H Leaders Training
- Primary liaison with the Extension Office
 - Pick up all contents of the club box monthly
 - Share communication from the Extension Office with the appropriate club families
 - Completes and returns Members Project Completion Report
 - Completes and returns Clubs Yearly Financial Report
 - Completes and returns Clubs Yearly Program Planner
- Work with the Club Officers Team- Club Meetings
 - Conduct Officer Training
 - Make sure there are a minimum of 5 business meetings each year
 - Make sure all club families know about the business meetings
 - Make sure all members feel included in the meetings and parliamentary procedure is used to assure decisions are made democratically
 - Make sure all members can serve on a committee. Recommended standing committees; Community Service, Recreation, Fund Raising, Education.
 - Include Educational speakers/presentations/tours/field trips in your club meetings or activities.
 - Provide an activity for cloverbuds after pledges and roll call, during the business meeting. The activity should be led by Cloverbud parents or teen leaders.
- Make sure the club carries out a minimum of one community service project each year.
- Make sure 4-H Funds are handled appropriately and the members vote on how the funds are raised and spent.
- Make sure the club has a minimum of one recreational activity per year.
- Make sure ALL members give a qualified Public Speaking presentation each year. Provide training to help them improve their skills.
- Club Parents
 - Encourage parents to enroll as leaders and serve as project or activity leaders.
 - Make sure parents understand their role in 4-H.
 - Attend meetings with their children.
 - Read the 4-H Newsletter and fair book with their children.
 - Attend and help with club activities.
 - Read email and text messages from you and from the Extension Office
 - Work one full shift in the 4-H Food Booth

Project Leaders

- Project Leaders must have a current 4-H Background Check
- Project Leaders must complete the Clover Academy Online 4-H Leader Training
- Project Leaders have knowledge in a project area, or are willing to educate themselves in a project area.
- Time commitment- minimum 3 hours (3 workshops) per 4-H Year
- ✓ Workshop #1

- Review project books and make sure everyone understands the requirements for yearly project completion
- Review record forms and record project name, their name, year in project, and a minimum of 3 goals that pertain to the project and what they want to do this 4-H Year.
- ✓ Workshop #2
 - Do some of the activities in the workbook.
 - Journal in the “What I Did, What I Learned” part of their records and discuss the financial records.
 - Read the fair book with the members and the information for their project.
- ✓ Workshop #3
 - Make something they can enter in the fair for this project.
 - Make sure they understand the **pre-fair interview day**. Explain the date, schedule and location.
 - Static projects
 - Bring up to date record book and completed workbooks.
 - Bring your items(displays) you entered in the fair
 - Interview- share what you made, what your learned, what you would do differently, what you liked the most.
 - Items stay for display during the fair.
 - Animal Projects
 - Bring up to date records (includes all financial including feed records), and completed project books.
 - Interview- share information about your animals with the judge. What you have learned, what have been your challenges, what you have enjoyed.
 - Practice interviews
 - Animal Shows
 - When they show, date, location, schedule
 - Does their animal stay at the fair
 - Showmanship- do they know how to show
 - Fitting- do they know how to fit their animal
 - Supplies- do they know what to bring to care for their animals. Do they know what tack to bring for their animals.
- ✓ County Project Committee Meetings. Ideally a project leader would attend the appropriate county meeting to better educate themselves about the project, available resources and county activities, policy and fair events.
 - Small Animal Committee- meets 4 x per year
 - Static Project Committee- meets 4 x per year
 - Horse Committee- meets every other month
 - Livestock Committee- meets every other month

Activity Leaders

- Activity Leaders must have a current 4-H Background Check
- Activity Leaders must complete the Clover Academy Online 4-H Leaders Training
- Activity Leaders MENTOR the member on a committee.

- Activity Leaders do not make the decisions or do the work for the members
- Time commitment- 1 to 3 hours per year.
 - ✓ Recommended Activity Leaders
 - Recreation
 - Community Service
 - Fund Raising
 - Education
 - ✓ Optional
 - Public Speaking
 - ✓ Committee Meeting
 - Work with the group to choose a date, time and place for a committee meeting that works for the majority.
 - Make sure all members of the committee know about the meeting.
 - Ask for a youth volunteer to chair the committee and lead the discussion.
 - Make sure all members participate in the discussion and decision-making process.
 - Guide them in defining what they want to accomplish
 - Guide them in creating a task list
 - Guide them in delegating tasks on the list
 - Follow up to make sure they are accomplishing their tasks