



Position Description

Agency: Rowan County Cooperative Extension

Position Title: 4-H Club Leader

Major Objectives: To organize and manage a youth community, project or traditional 4-H club

Major Responsibilities: Attend county leader meetings for training and updates
 Develop club calendar with youth to schedule activities and events
 Communicate with Extension Agent and CES staff
 Completion and submission of annual membership enrollment forms
 Recruitment of 4-H club members
 Coordination of parent volunteers/helpers
 Designing and/or scheduling educational activities for club meetings

Qualifications: Work well with youth and with other adults
 Organizational skills
 Communication skills, written and verbal
 Time management skills

Training and Preparation: Participate in orientation for new volunteers
 Learn to design age appropriate activities
 Learn about available 4-H curriculum

Time Requirements: Meet once monthly (minimum) with club and planning time (will vary)

Location: Coordinate with Extension office to identify appropriate meeting area

Length of Commitment: One year, renewable

Benefits: Becomes part of the 4-H team to impact youth in the county
 Participate in quality training experiences
 Satisfaction of working with young people
 Access to 4-H curriculum for youth development
 Recognition as a volunteer

On the Job Supervision: 4-H Agent

Other Specific Negotiated Assignments:

I have reviewed this position description with the Site Manager and/or Program Director and accept these responsibilities as presented.

Volunteer Signature	Date
Supervisor Signature	Date