

# **Cornell Cooperative Extension Volunteer Position Seneca County**

## **Title: 4-H Club Organizational Leader**

**Purpose of Position:** The 4-H Club Organizational Leader establishes and maintains a club structure that supports 4-H Youth Development activities for school-age youth within a defined geographic area.

## **Responsibilities:**

- Works with 4-H Project Leaders, Activity Leaders, Youth Volunteers and Club Officers to plan an annual club calendar.
- Arranges for appropriate meeting facilities and follows CCE procedures for obtaining certificates of insurance when required.
- Ensures that information about meetings, events, activities, other opportunities and program or policy updates are communicated to members, leaders and parents in a timely manner.
- Ensures that all member and volunteer enrollments, program registrations and participation reports are submitted to the 4-H office on time.
- Keeps the 4-H Volunteer Coordinator and 4-H Youth Development Extension Educator informed about club activities, special accomplishments and problems.
- Serves as advisor to the club officers.
- Ensures that the club and its membership play an active and visible role in the community.
- Ensures that volunteers, club members and their parents are aware of and follow all CCE youth protection and risk management policies and emergency procedures.
- May also serve as a Project or Activity Leader if the club is relatively small.

**Expected Results:** School-age youth in the defined area will feel welcome to join 4-H and those who do will experience learning, personal growth and a sense of belonging. The leaders and parents will work in harmony and in a manner consistent with the objectives of the 4-H Youth Development Program.

## **Training and Support:**

- New Leader Orientation (required)
- Youth Development classes and Project Training Sessions
- Printed 4-H Project Guides available for purchase
- Teaching kits, tools and equipment available for loan
- Peer support through a local 4-H Leaders Association
- This position is supervised by the 4-H Volunteer Coordinator
- The 4-H Youth Development Educator is ultimately responsible for the quality of the club program and the performance of 4-H volunteers.

## **Reporting:**

- Enrollment forms for re-enrolling members and volunteers due before Oct. 1
- Enrollment forms for new members due within one month of joining the club
- Club Calendars for the new year and Club Financial Reports for the year ended due by Oct. 1
- Member Participation Reports due by August 15.

**Time Commitment:** About 12 hours per month for member and leader activities at club and county levels

## **Qualifications:**

- Enjoys working with youth and has a sincere interest in their growth and development
- Effective communication, organization and interpersonal skills
- Willingness and availability to attend training programs

## **Benefits:**

- Enhance personal leadership skills
- Build friendships with other volunteers
- Derive satisfaction from helping youth to reach their full potential

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