Panhandle Area 4-H Job Description

{Organizational Club Leader}

Description:

Serves as the overall 4-H Club coordinator. Communicates with other leaders, members and their parents to insure smooth club operations throughout the year. Assists the members to develop, implement and evaluate their annual club program. Maintains open communication between their designated 4-H Club and their respective County Extension Office.

Duties:

The Organizational Leader is responsible for insuring that the following items are completed within their designated 4-H Club (duties may be delegated, as deemed appropriate):

* Insure that at least 6 organizational club meetings are held annually.
* Advise club officers, assist in scheduling pre-meeting planning sessions with officers.
* Assist members in setting Club goals, developing a plan & evaluating their accomplishments
* Have Club plan a Community Pride project; submit a written report to the Extension Office.
* Collect enrollment fees; promptly submit fees and summary sheet to Extension Office.
* Insure that the Club is represented at County 4-H Leader's Association meetings.
* Submit preliminary enrollments no later than February 1st.
* Coordinate recruitment of project and resource leaders.
* Insure that an audit of Club funds is conducted; written report is sent to Extension Office.
* Distribute to and collect from project/resource leaders signed job descriptions.
* Have members & leaders sign-off on final enrollments; submit to Extension Office by April 1st.
* Keep Club's copy of their county *4-H Leader Handbook* updated (if applicable).
* Read and follow the *Idaho 4-H Policies and Procedures* (#91605).

Qualifications:

Ability to plan and organize.
Interest in community youth and adults.
Sufficient time to complete Organizational Leader duties.
Know location of resources and information.
Ability to communicate with youth and adults.
Capable of delegating responsibility to others.

Time Required:

Attend general Club meetings, as scheduled.
Meet with officers to plan general meetings.
Communicate with other leaders, parents, committees, etc.
Attend leader education programs.

Length of Commitment:

One year; October 1 to September 30.

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Resources Available:

County 4-H Leader Handbook (if applicable)
County/Area Extension staff

Training Required:

Participate in at least 2 hours of leader education sessions; 3 hours minimum for new leaders.
Attend annual Organization Leader update workshop.
Review and understand the responsibilities of this position.
Consult with previous leader or other organizational leaders, and County Extension staff.
Review the county *4-H Leader Handbook* (if applicable).

Supervisor:

County 4-H Program Coordinator
Respective county Extension Educator
Area 4-H/Youth Extension Educator

Acknowledgment:

I accept the duties and responsibilities of Organizational Club Leader for the current program year and will work with the members, parents and leaders within this club to create a positive learning experience for all parties concerned. All published State & County 4-H policies will be followed in conducting Club business. I understand that University of Idaho volunteer liability coverage will be granted as long as I operate within the responsibilities set forth in this job description.

The 4-H/Youth Program is based upon helping youth to learn and discover their own potential. I realize that it is essential for members to do their own project work and participate fully with Club meetings/activities. Leaders, parents and other adults are encouraged to provide support, but are not allowed to do the member's work.

As Organizational Leader, I will not take part in or condone unethical behavior within our 4-H Club by any member, parent, leader or other adult. If any instance should occur and cannot be resolved immediately at the Club level, I will immediately report it to my respective County Extension Office. Furthermore, I understand that failure on my part to follow State & County policies or violation of the Code of Conduct may result in my immediate termination as a 4-H volunteer leader.

Signed: _____ Date: _____, 20 _____

Club Name: _____