Panhandle Area 4-H Job Description

{Project Leader}

Description:

Coordinate and conduct a series of educational experiences, within the authorized project area(s), which will enable the 4-H member to complete the requirements for their chosen project. At the conclusion of the project, sign the record book of those members who have completed all the project requirements. Encourage parents to take an interest in the member's project and be supportive, but allow the member to do their own work. Emphasize that while quality work is always desirable, the personal growth of the member is more important than the final exhibit.

Duties:

The Project Leader is responsible for insuring that the following items are completed within their designated project area(s):

* Conduct at least 6 project meetings, guiding members in skill development.
* Develop a project meeting schedule with members; encourage project completion.
* Recruit resource leaders to assist with the project, as needed.
* Encourage member participation in all meetings and parental support.
* Acquire, distribute and teach members using approved 4-H materials.
* Plan special events (tours, shows, social activities, etc.) related to the project.
* Insure that proper safety precautions are followed at all times.
* Be knowledgeable of all requirements needed to successfully complete the project.
* Evaluate member's progress; recognize individual accomplishments on a regular basis.
* Read and follow the *Idaho 4-H Policies and Procedures* (#91605).

Qualifications:

Enthusiasm, dedication and commitment
Ability to motivate, direct and evaluate youth
Knowledge of resource people and materials
Ability to organize meetings and delegate tasks

Time Required:

Conduct at least six (6) project meetings on a regular basis.
Attend project leader education programs.
Assist 4-H members in completing projects for exhibit and/or completion, as appropriate.

Length of Commitment:

One year: October 1 to September 30.

Resources Available:

Project materials
Audio-visual supplies
Fellow 4-H project leaders
County/Area Extension staff

- over -

Training Required:

Participate in at least 2 hours of leader education sessions; 3 hours minimum for new leaders.
Review and understand the responsibilities of this position.
Be familiar with the 4-H project materials utilized for each project area you are leading.

Supervisor:

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

Acknowledgement:

I accept the duties and responsibilities of Project Leader for the current program year and will work with the members, parents and leaders within this project area(s) to create a positive learning experience for all parties concerned. 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 in both project and Club meetings/activities. Leaders, parents and other adults are encouraged to provide support, but are not allowed to do the member's work.

As Project 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: _____