

**VOLUNTEER ROLE DESCRIPTION**

Indiana 4-H Youth Development Program Purdue
Cooperative Extension Service

ROLE TITLE:

- 4-H Organizational Club Leader

TIME REQUIRED / DURATION OF APPOINTMENT:

- Approximately one to two hours per week and 2-3 hours for meeting days. Additional time may be needed if hosting workshops and other extra educational events.

LOCATION:

- County, township or school based. Location designated by county 4-H Educator.

PURPOSE:

- Provide leadership for the Purdue Extension 4-H Program including educational opportunities in alignment with 4-H curriculum, sharing information about the Purdue Extension and representing Purdue Extension and the Indiana 4-H Program.
- Provide supervision of youth, volunteers and helpers at Purdue Extension 4-H programs and events.
- Serve as a representative, advocate and promoter of the 4-H club and program with 4-H professionals, volunteers, members, families and the public. (role specific)

RESPONSIBILITIES:

- Represent Purdue Extension and the Indiana 4-H Program in a positive and professional manner.
- Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Communicate with assigned supervisor regularly. Report any concerns to assigned supervisor in a timely fashion.
- Provide supervision to meet leadership and supervision expectations at all times and venues.
- Create a safe and inclusive environment for all participants at all times.
- Adhere, communicate, and enforce rules, policies and expectations with all youth and adults.
- Plan, organize, implement, and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- Work and communicate with other 4-H adults as appropriate.
- Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- Maintain accurate records and share with 4-H Educator and others as appropriate.
- Serve as the club point of contact with the county office and the public. Respond to requests for information in a timely manner. Secure club organization materials from the county Extension office. (role specific)
- Submit all required and requested paperwork (i.e. activity report, financial reports, Form 990 filing with the IRS by May 15, etc.) to the county Extension office in a timely manner. (role specific)
- Hold at least 6 regular, interesting, and informative club meetings per year. (role specific)
- Support youth and adult partnerships by working with youth officers and members to create an annual club plan, develop leadership skills, conduct meetings in alignment with parliamentary procedures and promote/educate about 4-H in the community. (role specific)
- Support youth leadership and growth by involving youth in brainstorming and decision making for club events and activities. (role specific)
- Complete, or oversee the completion of, the annual financial report of club activities to the 4-H Extension Educator and the annual Form 990 filing with the IRS by May 15. (role specific)
- **Additional duties as assigned by the County 4-H Educator (addendum to be executed by the County 4-H Educator if needed)**

QUALIFICATIONS:

- Must be at least 21 years and at least 4 years older than the oldest youth participant.
 - Must work with at least one other club leader that is not a family member.
 - Must complete the 4-H Volunteer Process and be approved in 4-H Online before assuming volunteer duties including voting or making decisions.
 - Initial process includes volunteer enrollment in 4-H Online, online application, screening process with the 4-H Educator.
 - Annual process includes volunteer enrollment in 4-H Online, and review by the 4-H Educator.
- Any volunteer with more than a one-year lapse in service must go through the initial process.***
- Should be able to work with minimal supervision from professional staff.
 - Should be able to teach and motivate youth while nurturing positive self-esteem, decision making responsibility, and leadership in the youth.
 - Should be interested and able to teach and share knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
 - Should have a general knowledge and/or experience working with youth.
 - Should be able to work with other adult leaders.
 - Should be able to work and communicate effectively in both verbal and written forms.
 - Should be able to motivate parents and other volunteers to assume leadership roles.

RESOURCES AVAILABLE:

- <https://extension.purdue.edu/4-H/about/policies-and-procedures/9-risk-management.html>
- <https://extension.purdue.edu/4-H/volunteer/resources-and-development/index.html>
- extension.purdue.edu/4-H/_docs/volunteer/resources-and-development/4-h-mentor-manual.pdf

TRAINING / ORIENTATION PROVIDED:

- New 4-H Volunteer Training (in 4-H Online during initial onboarding)
- Purdue Youth Protection Staff Training & Program Director Training (in 4-H Online)
- 4-H New Volunteer Orientation (by County)
- 4-H Club Leader Training (by County)
- 4-H Volunteer Annual Training (in 4-H Online)
- Additional Training Opportunities (by County, State, etc.)

CONTACT PERSON:

- Your direct supervisor is the county 4-H Extension Educator.
[County Office Purdue Extension](#)

BENEFITS TO THE VOLUNTEER:

- Being a part of an extended and supportive youth development community that includes Purdue University, Purdue University Extension, the Indiana State 4-H Office, county Extension Office, county 4-H Program, local clubs, volunteers, members, families, partners and supporters.
- Sense of pride and the feeling of impact for providing positive opportunities for youth.
- Spending quality time with youth and other adults, enjoying 4-H programming and providing acts of service.
- Networking and additional training opportunities.
- Potential training scholarship, grant opportunities, local resources and support.

SALARY:

- Unsalaries; Volunteer