

JEFFERSON COUNTY 4-H VOLUNTEER DESCRIPTION AND AGREEMENT
ORGANIZATIONAL CLUB LEADER



PURPOSE: Provides overall 4-H club leadership. Serves as the 4-H club coordinator who communicates with other leaders, Extension staff, club officers, club members and their families to maintain smooth operation of the club throughout the year. Conducts meaningful, impactful education opportunities for youth. Support youth to reach their fullest potential by encouraging participation that will lead to success. Volunteer leaders are appointed by the Jefferson County Extension Office.

TERM OF RESPONSIBILITY: One year, beginning October 1 and ending September 30 the following year, renewable annually.

TIME COMMITMENT: An average of one hour of planning time for every hour of monthly club activity or meeting. Organizational leaders are expected to hold at least 6 club meetings each year. All 4-H volunteers will be expected to attend yearly volunteer training, approximately four hours. Time should also be allotted for administrative duties like returning phone calls and emails to club members and Extension staff, attending county 4-H and club sanctioned events and activities and providing club officer support to youth as well as other duties as needed.

1	Hours of Yearly Volunteer Training	_____
	One hour of preparation for every hour of club activity:	_____
2	(_____ hours of preparation + _____ hours of club meeting)	
	X _____ club meetings a year =	_____
	Hours of administrative duties including but not limited to:	
3	returning phone calls and emails	
	communicating with Extension staff	
	providing youth and volunteer assistance	_____
4	Hours of club officer support	_____
5	Other: _____	_____
	Total Number of Hours Committed:	_____

RESPONSIBILITIES:

- Provide club management and communication
 - Attend and assist in the facilitation of club meetings and activities. If unable to attend, make arrangements for another 4-H trained volunteer to attend.
 - Encourage new members and leaders to join 4-H. Coordinate with county Extension staff on marketing to potential new members and leaders.
 - Assist in the development and maintenance of yearly club goals, activities, evaluation and help to facilitate change when needed.

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- Serve as the communication link between the county Extension office and the club members. This includes informing members of new policies, procedures, deadlines, project requirements and other information as needed.
- Support county, regional and state 4-H events.
- Complete a club service project annually.
- Commitment to growth and success of youth
 - Be aware of all 4-H projects and activities offered and help members select projects.
 - Promote growth and development of 4-H Life Skills and career exploration.
 - Establish a welcoming, safe and inviting environment for all youth and their families.
 - Inform and encourage youth and parent participation.
 - Make a concerted effort to contact each club member individually throughout the year.
 - Lead by example. Provide a positive example for youth and families.
 - Be fair, consistent and ethical in rule enforcement and giving youth feedback.
- Coordinate club leadership team
 - Encourage club leadership as well as leadership at the county, state and national levels.
 - Assist in officer/leadership trainings. Ensure club leaders are aware of their responsibilities.
 - Provide proper support to club officers.
- Participate in volunteer training
 - Participate in county annual organization leader training. Leaders are encouraged to participate in regional, state and national leaders trainings as well.
- Work with Jefferson County Extension staff
 - Follow guidelines and policies of Colorado State University Extension, Colorado 4-H and Jefferson County.
 - Collect and distribute information.
 - Follow through with communication with the county Extension staff such as returning emails and phone calls. Read emails and other distributions from the county Extension staff.
 - Keep county Extension staff informed of club activities, meetings and fundraising initiatives.
 - Submit any yearly reports to the Extension office by the deadline.

SUPPORT:

- Provide orientation and training to meet the responsibilities listed above.
- Offer professional guidance and assistance.
- Provide appropriate educational materials and reports.
- Project volunteer leaders and mid-manager volunteer leaders are available to offer support on subject matter and share ideas and experiences.
- Provide recognition and awards.

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AGREEMENT:

I have reviewed the above volunteer description with the county 4-H Extension agent who is my supervisor and I agree to carry out the responsibilities described therein.

Signed _____ Date _____

Club _____

I discussed the volunteer responsibilities and staff support with the above signed volunteer. This leader has been through the appropriate training and volunteer interview. The county Extension staff will provide assistance as indicated above.

Signed _____ Date _____