



Volunteer Service Description	
<b>Title: 4-H Club Activity Leader</b>	
<b>PURPOSE:</b>	
<p>Contributes to the success of the 4-H Club by assisting and advising 4-H members through group activities. Activities may include community service, fundraisers or social activities such as club kick off or end of year celebrations.</p>	
<b>DUTIES AND RESPONSIBILITIES:</b>	
<p><b><i>To organize and support 4-H activities by:</i></b></p> <ul style="list-style-type: none"> <li>• Involving members and parents in setting goals and planning the yearly program of activities</li> <li>• Providing guidance and direction to junior leaders and/or youth committee members</li> <li>• Arranging for location, program materials, equipment, and publicity to carry out the activities</li> <li>• Keeping members, volunteers, and families informed of activities</li> <li>• Helping members evaluate their learning through activities</li> <li>• Keeping members informed of related unit, regional, and state activities</li> </ul> <p><b><i>To work with other volunteers in meeting club goals and to keep the entire club informed of activities by:</i></b></p> <ul style="list-style-type: none"> <li>• Communicating regularly with other volunteers</li> <li>• Assisting in identifying, locating and obtaining community resources</li> <li>• Assisting with unit, regional, and state activities as they related to the activities of the club</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Willingness to work as a team member.</li> <li>• Complete a Florida 4-H Volunteer packet</li> <li>• Complete the Office of Youth Conferencing online training annually</li> <li>• Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.</li> <li>• Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.</li> <li>• Interest in helping youth.</li> <li>• Interest in 4-H educational programs.</li> <li>• Ability to organize and coordinate.</li> <li>• Ability to communicate with youth and adults.</li> </ul>	

<b>RESOURCES AVAILABLE</b>
<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Training</li> <li>• Support from 4-H Agent and other volunteers</li> </ul>
<b>BENEFITS</b>
<ul style="list-style-type: none"> <li>• Expenses incurred and miles driven are tax deductible.</li> <li>• Liability and workman's compensation insurance provided by the University of Florida.</li> <li>• Recognition from others in your community.</li> <li>• Helping in the positive development of the youth of the county.</li> </ul>
<b>TIME COMMITMENT</b>
Varies by activity.
<b>MENTOR / SUPERVISING PROFESSIONAL</b>
Name:  Address:  City, State Zip  Phone

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Volunteer Signature \ Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 4-H Agent Signature \ Date
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