



Volunteer Service Description

Title: 4-H Project Leader

PURPOSE:

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.

DUTIES AND RESPONSIBILITIES:

Facilitate youth learning about a project by:

- Assisting with enrollment by introducing the project to all members and parents.
- Helping members establish goals and plan for their project work.
- Conducting project meetings and workshops where members can get hands-on experiences.
- Giving support in planning and carrying out projects to individual project members as needed.
- Encouraging members to complete their project work as planned.

Provide additional support to 4-H members in their project work by:

- Involving experienced youth in the teaching as junior leaders.
- Encouraging parents to support project work at home.
- Assisting members with exhibits, demonstrations, and other sharing activities.
- Helping members complete planning sheets to evaluate their progress in the project.
- Providing recognition for the project accomplishment of members.
- Keeping members informed of other opportunities related to the project.
- Being sensitive to risks, and using risk management strategies related to project work.

Continue your own personal development by:

- Updating your own project skills by attending relevant training.
- Becoming familiar with project literature and sharing knowledge of the project.

Work with other club volunteers in meeting club goals and to keep the entire club informed of things related to assigned activity that involve or impact others by:

- Communicating regularly with other volunteers.
- Helping to identify, select, and support new volunteers.
- Assisting with other activities related to the project, including community service, as appropriate.

QUALIFICATIONS
<ul style="list-style-type: none"> • Interest in helping youth. • Knowledge in or willingness to learn about subject matter to be lead (taught). • Ability to organize and coordinate. • Ability to communicate with youth and adults. • Complete a Florida 4-H Volunteer packet • Complete 435 Level II background screening (eligibility is determined by the Florida Department of Children and Families. See our Youth Protection factsheet for more information) • Complete the Office of Youth Conferencing online training annually
RESOURCES AVAILABLE
<ul style="list-style-type: none"> • Orientation • Training • Support from 4-H Agent and other volunteers
BENEFITS
<ul style="list-style-type: none"> • Expenses incurred and miles driven are tax deductible. • Liability and workman's compensation insurance provided by the University of Florida. • Recognition from others in your community. • Helping in the positive development of the youth of the county.
TIME COMMITMENT
Three to six hours a month
MENTOR / SUPERVISING PROFESSIONAL
Name: Address: City, State Zip Phone

Volunteer Signature \ Date

4-H Agent Signature \ Date

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