



THE UNIVERSITY OF ARIZONA

Cooperative Extension



VOLUNTEER POSITION DESCRIPTION

Community Club Leader

Purpose:

To coordinate and oversee club leadership and be a liaison to Extension Staff. Assist youth and adults with enrolling in 4-H, encourage member participation, and record and recognize member and leader accomplishments. Provide leadership for club activities.

Success Criteria:

A Club Key Contact Leader will coordinate the club's 4-H Officer Team, help them to plan the club yearly program, supervise officer elections, provide a positive learning environment, and encourage member and volunteer participation. They will also provide timely information to perspective youth and adults about the 4-H program. This position will help recruit volunteers who will successfully and safely serve our 4-H youth. This position also provides all necessary paperwork to the Cooperative Extension Office by the deadlines set by 4-H Staff.

Responsibilities:

- Provide 4-H Club Leadership
- Assist Officer Team in preparing the yearly plan
- Supervise Officer Team election
- Keep members, leaders, and parents informed
- Continue leadership growth through workshops and trainings offered by local, county, state, or national 4-H/Extension
- Promote 4-H in the community
- Encourage participation, help guide member project and activity involvement
- Oversee the club's awards program
- Assist with enrollment, and ensure all other forms are submitted to the Extension Office by set deadline
- Coordinate and encourage Award Application completion, provide opportunities to learn about Award Applications, and recognize member/adult volunteer achievements
- Oversee club's fund-raising activities, treasury, and verify club's fiscal success; follow county level club account guidelines
- Ensure that all club records are maintained accurately

Target Dates:

September – October

October – September

October – March

August

Club reorganization/club year begins

Ongoing monthly meetings, club activities, award applications due (June)

Recruit potential volunteers as needed

Evaluate club year with Officer Team and volunteer leaders

Qualifications:

- Confidentiality – Information received should never be included in casual conversation
- Good listening skills – Allow the youth & volunteers to share their information and help them, as you are able, or direct them to someone who can assist them
- Knowledgeable – Have a good understanding of the 4-H youth program and how it operates

Length of Commitment:

One year, to be extended annually as agreed upon by the volunteer and Extension Staff.

Resources Available:

- New Volunteer Orientation Binder
- Club Volunteers/Parents
- 4-H materials
- 4-H Extension Staff
- 4-H website for University of Arizona: <https://extension.arizona.edu/4h/home>
- Email newsletters
- Trainings and workshops

Training Requirements:

- Leader's Meetings/Trainings

Report to:

Program Coordinators, 4-H Youth Development
Associate Area Agent, 4-H Youth Development

For questions, contact:

Local 4-H Agent or Program Coordinator

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture and College of Agriculture and Life Sciences, The University of Arizona.

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the county office. Requests should be made as early as possible to allow time to arrange the accommodation.