



THE UNIVERSITY OF ARIZONA

Cooperative Extension



VOLUNTEER POSITION DESCRIPTION PROJECT LEADER

Purpose:

To help 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn.

Success Criteria:

Members will enroll in the project; set project goals; work to achieve project goals; share what they have learned through a talk, demonstration, or exhibit; and complete project planning sheets, which report and evaluate their own progress.

Responsibilities:

To 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 at which members can get hands-on experiences
- Giving support in projects as needed to individual project members
- Encouraging members to complete their project work as planned
- Helping members evaluate their work

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

- Involving experienced youth, as junior leaders, in the teaching others
- 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 use risk management strategies related to project work
- Encouraging members to take part in County or Regional workshops or events related to project area
- Assisting members in record keeping and award applications

To continue your own personal development by:

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

To work with other club volunteers in meeting club goals and to keep the entire club informed of the activities of the project group:

- Communicate regularly with other volunteers
- Help to identify, select, and support new volunteers
- Assist with other activities related to the project, including community service, as appropriate

Suggested Target Dates:

October – December

October - June

July-September

Encourage enrollment in project areas

Work several times a month with members enrolled in the project area, encouraging them, and answering questions

Give suggestions or help with project requirements

Qualifications:

- Encouragement – Encourage and build up a member's self-confidence while doing their project; encourage member to follow through with a project
- Good listening skills – Listen to what members are saying and help them when possible, or direct them to someone who can help them
- Knowledgeable – Have a good understanding of the 4-H youth program and the project area you are working with.

Length of Commitment:

One year, to be extended annually as agreed upon by the volunteer and Club Leader.

Resources Available:

- *Getting Started as a 4-H Project Leader* (L90530)
- Member and leader project materials
- Extension Staff
- 4-H website for University of Arizona: <https://extension.arizona.edu/4h/home>
- Clover Communicator newsletters
- Trainings and workshops

Report to:

4-H Club Leader

Associate Area Agent, 4-H Youth Development

Program Coordinators, 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, Dr. Edward C. Martin, Associate Dean & Director, Extension & Economic Development, College of Agriculture and Life Sciences, The University of Arizona.

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