



VOLUNTEER JOB DESCRIPTION CLOVERBUD LEADER

Purpose:

To provide leadership to the Cloverbud program within the club by sharing knowledge and creating learning experiences for all Cloverbuds within the club.

Success Criteria:

A Cloverbud leader will plan the yearly Cloverbud program, facilitate and carry out the plan, and evaluate learning. The Cloverbud activities will provide the youth with an eclectic, cooperative, and fun approach to learning.

Responsibilities:

- Set annual goals
- Meet regularly
- Recruit new members and recognize graduating members
- Conduct enrollment
- Plan the yearly program and activities
- Conduct group activities and events that are fun and cooperative through an immediate, positive feedback response to the youth' involvement in the activity
- Participate in community and club events and programs
- Work with parents and activity leaders
- Learn about the developmental needs of 5-7 year-olds and apply that information to the choice and delivery of activities
- Encourage participation in County Cloverbud events

To provide support for youth and adult volunteers including:

- Sharing the responsibilities among club families
- Informing parents, Club Leader, and Officer Team of Cloverbud activities

Time Required:

1 – 1 ½ hour monthly activity meetings separate from traditional 4-H club meeting except for pledges, recreation, and snacks

Target Dates:

October - November	Encourage enrollment and do program planning
October – August	Monthly activity meetings/events
February – April	Assist and prepare Cloverbuds for County Fair

Qualifications:

A Cloverbud Leader should have or be willing to acquire:

- Good listening skills – Allow the youth & volunteers to share their thoughts/concerns/needs and address them or direct them to someone who can assist them.
- Knowledge – Have a good understanding of the Cloverbud and 4-H youth program and how it operates
- Interest in working with youth 5-7 years-old
- Time and energy to devote to the task

Resources Available:

- Curriculum Instructional Manual
 - The Big Book of 4-H Cloverbud Activities – OSU Extension (<https://shop4-h.org/products/the-big-book-of-4-h-cloverbud-activities>)
- 4-H Staff Team

Training Requirements:

- Leader's Meetings/Trainings

Works With:

4-H Club Leader
Project Coordinators, 4-H Youth Development
Associate Area Agent, 4-H Youth Development

Forms to fill out:

- Enroll in ZingBooks (<https://4h.zsuite.org>)
- Complete 4-H Volunteer Screening Process

Questions:

Contact the Maricopa County 4-H Office at 602-827-8275