



VOLUNTEER JOB DESCRIPTION CLUB LEADER

Purpose:

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

Success Criteria:

A Club 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 and recruit volunteers to serve our 4-H youth successfully and safely. The Club Leader submits 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 elections
- Keep members, leaders, and parents informed of club activities
- Promote 4-H in the community
- Encourage participation, help guide member projects, and activity involvement
- Assist with enrollment and ensure all forms are submitted to the Extension Office by set deadline
- Coordinate and encourage award nominations and scholarship applications
- Oversee club's fund-raising activities, treasury, and verify club's fiscal success; follow county and state level club account guidelines
- Ensure all club records are maintained accurately

To continue your own personal development by:

- Attending workshops, meetings, and trainings offered by local, county, state, or national 4-H

Target Dates:

September – October	Club reorganization/club year begins
October – November	Encourage enrollment and recruit potential volunteers as needed; plan club yearly program
October – September	Ongoing monthly meetings, club activities, award nominations, and Record Book submissions
August	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

Resources Available:

- New Volunteer Orientation Binder
- Club Volunteers/Parents
- 4-H materials (<https://shop4-h.org>)
- 4-H Staff Team

Training Requirements:

- Leader's Meetings/Trainings

Works With:

4-H Project Leaders & Youth Officers
Program 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