



VOLUNTEER JOB 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 enroll in a project; set project goals; work to achieve project goals and share what they have learned through a talk, demonstration, or exhibit; and complete an Arizona 4-H Project Record Book to 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
- Keeping members informed and encourage them to participate in County or State workshops, trainings, and/or events related to the project area
- Being sensitive to risks and use risk management strategies related to project work
- Assisting members in project 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

Meet club goals 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

Target Dates:

October – November	Encourage enrollment in project areas
October - August	Work several times a month with members enrolled in project area, encouraging them, and answering questions
February - April	Give suggestions or help with project requirements for County Fair

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.

Resources Available:

- Other leaders, volunteers, and parents
- Member and leader project materials
- 4-H Curriculum (<https://shop4-h.org>)
- 4-H Staff Team

Training Requirements:

- Leader's Meetings/Trainings

Works with:

4-H Club Leader
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