



## University of Florida Volunteer Role Description

**Title: Community Club Organizational Leader**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by providing direct service to youth through organizational leadership and supervision for a group of 4-H club members and project leaders in an atmosphere which reflects educational quality, teamwork and cooperation. Together with youth and other volunteers, coordinates club activities, gives guidance and direction, and serves as the primary contact person for the club with the County Extension staff and the Florida 4-H program.

**DUTIES AND RESPONSIBILITIES:**

- Provides leadership to youth and volunteers to:
  - establish annual club goals and objectives
  - plan the yearly club program and activities
  - recruit new members, recognize graduating members and apply for club recognition
  - conduct enrollment and help members to select projects
  - elect, install, and train club officers
  - mentor officers in preparing meeting agendas, learning skills and carrying out other duties
  - secure and distribute project manuals and other resources for members and leaders conduct group activities and events
  - participate in county, regional and statewide events and programs
  - help youth evaluate individual and group progress
  
- Establishes a system for support of youth and adult volunteer leaders including:
  - sharing the responsibilities among club families
  - interviewing and completing volunteer screening procedures for all volunteer roles in the club who will have contact with youth
  - processing volunteer enrollments
  - helping volunteers understand their roles
  - orienting and informing all volunteers about behavior expectations of volunteers working with youth
  - involving volunteers in learning experiences to help them do a good job
  - helping volunteers plan and implement learning experiences with members and families
  - providing for recognition of all volunteers
  - helping volunteers evaluate individual and group progress
  
- Maintains communication within the club and between the 4-H club and county, district and state 4-H program including:
  - setting up processes to disseminate information in the club
  - maintaining regular contact with unit Extension staff
  - attending training and keeping up-to-date on unit, regional, state, and national programs
  - reporting enrollment and other requested data to the unit Extension staff

**QUALIFICATIONS**

- Have a belief in the importance of youth development and the need to provide young people with out of school learning opportunities. A belief in the value of the 4-H Program.
- Complete and sign the following forms and return the originals to the County 4-H Office. Volunteer Appointment Form, 4-H Health Statement, 4-H Code of Conduct.
- Effective written and oral communication.
- Excellent organization skills.
- Willingness to work as a team member.
- Enroll in 4-H Online.

**RESOURCES AVAILABLE**

- 4-H promotional literature and audiovisual media.
- Guidance from County 4-H Staff
- Orientation and Training

**BENEFITS**

- Expenses incurred and miles are driven are tax deductible.
- Liability and Workman's Compensation insurance through the University of Florida.
- Opportunity to develop organizational and communication skills.
- Recognition of others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

10-15 hours monthly (depends on club size and activities)

**MENTOR / SUPERVISING PROFESSIONAL**

Name  
Address  
Phone Number  
Email

\_\_\_\_\_  
Volunteer Signature \ Date

\_\_\_\_\_  
4-H Agent Signature \ Date

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