



**University of Florida Volunteer Role Description**

**Title: County 4-H Project Leader**

**PURPOSE:**

Contributes to the success of the county 4-H Youth Development program by assisting 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.

**DUTIES AND RESPONSIBILITIES:**

- 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 where members can get hands-on experiences.
  - Giving support in planning and carrying out projects to individual project members as needed.
  - Encouraging members to complete their project work as planned.
- Provide additional support to 4-H members in their project work by:***
- Involving experienced youth in the teaching as junior leaders.
  - 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 using risk management strategies related to project work.
- Continue your own personal development by:***
- Updating your own project skills by attending relevant training.
  - Becoming familiar with project literature and sharing knowledge of the project.
- Work with other club volunteers in meeting club goals and to keep the entire club informed of things related to assigned activity that involve or impact others 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.

**QUALIFICATIONS**

- Complete and sign the Volunteer Application, Adult Agreement, and Confidentiality Agreement.
- Knowledge of the Cooperative Extension Service and the 4-H Program, or a willingness to learn.
- Enroll in 4-H Online.
- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.

**RESOURCES AVAILABLE**

- Orientation
- Training
- Support from 4-H Agent and other volunteers

**BENEFITS**

- Expenses incurred and miles driven are tax deductible.
- Liability and workman’s compensation insurance provided by the University of Florida.
- Recognition from others in your community.
- Helping in the positive development of the youth of the county.

**TIME COMMITMENT**

Monthly. (renewable)

**MENTOR / SUPERVISING PROFESSIONAL**

Name:

Address:

City, State Zip

Phone

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

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

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