



Club Leader

WI 4-H Volunteer Position Description

UW-MADISON EXTENSION

Position Title: Club Leader

The Club Leader position description includes the following titles: Club Leader, Co-Organizational Leader, Co-General Leader, Organizational Leader, and General Leader

Purpose:

- To work with youth and adults to offer a positive youth development experience for young people
- To provide leadership to the club or group organization

Responsibilities:

1. Create and maintain a safe environment that fosters positive youth development
 - Review “Creating a Safe Environment” Risk Management Checklist (<https://4h.extension.wisc.edu/files/2020/06/Creating-a-Safe-Environment-Risk-Mangement-Checklist.pdf>) for safety procedures/requirements related to the activities/events
2. Ensure the club is expanding access to youth from diverse backgrounds and creating a welcoming environment to all youth in the community where the club is located
3. Support youth voice by involving youth in club decision-making
 - Encourage youth/adult partnerships
 - Involve youth in teaching or leadership roles
4. Meet with youth leadership team to plan meetings, agendas, and educational programs
5. Recruit adult and youth volunteers and resource people
6. Involve parents/guardians in helping members with projects and club responsibilities
7. Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
8. Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects
9. Inform club members, leaders, and parents/guardians of county programs, events and activities, as well as 4-H Youth Development program policies and procedures
10. Communicate appreciation to and recognition of people who have contributed to the club’s success
11. Maintain open communication with youth, adult volunteers and parents/guardians
12. Participate in volunteer professional development opportunities
13. Serve as the primary contact person between the club and the Extension staff
14. Complete and submit Annual Charter Renewal by county deadline, including a financial report (if applicable)
 - Meet with youth to plan and evaluate educational programs and activities
 - Facilitate a review and potential updates of club bylaws or operating guidelines
15. Abide by all University of Wisconsin-Madison and Division of Extension rules, regulations, and procedures (e.g., youth/vulnerable populations protection policies) and with any federal, state, city, or other laws and rules that are applicable to the location where the activity is occurring. This includes USDA rules, policies, and guidelines.

Qualifications:

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- Experience working with teams and creating capacity in others

- Organizational skills
- Enthusiasm, patience, and understanding
- Communication skills
 - Written and oral communication skills
 - Willingness to communicate with diverse groups of youth and adults
- Interest in 4-H educational programs
- Successful background check, agree to Extension Volunteer Behavior Expectations and Conditions of Service
- Enrolled as an active volunteer in 4HOnline

Benefits:

- Learn strategies to teach and lead effective meetings
- Opportunity to connect with community partners
- Develop personal and interpersonal communication skills
- Opportunity for personal growth
 - Increased confidence
 - Learn problem solving skills
 - Practice time management
- Potential to gain technical skills that are transferable to professional work environments
- Satisfaction of contributing to positive development of youth, families, and community

Time Commitment:

- Requires a minimum of one-year commitment, approximately 4-10 hours per month
 - Time for each club will depend on club size and activities throughout the year and will vary
 - Club Meeting: 1-2 hours including set-up
 - Organizing and planning with the youth club officers (approximately 1-3 hours per month)
 - Participation in volunteer training, and other activities and events as desired

Training/Orientation:

- Required—
 - Volunteer Orientation (VIP or Grow Green)
 - Mandated Reporter Training for Volunteers
 - Building Safe Spaces Training
 - Supporting You, Supporting Youth Training
 - Receive Extension Volunteer Agreement prior to volunteering
- Optional –
 - Essential Elements online training modules for volunteers
 - Volunteer training workshops (county, regional, state)

Resources Available:

- Guidance and support from county 4-H Youth Development Staff
- Volunteer leaders training workshops (county, regional, state)
- Grow Green 4-H Volunteer Orientation handouts: <https://fvi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
- Websites:
 - Wisconsin 4-H Youth Development Website: <https://4h.extension.wisc.edu/>
 - 4-H National Headquarters: <https://nifa.usda.gov/program/4-h-positive-youth-development>
 - Shop 4-H: <https://shop4-h.org/>

Accountable to: County 4-H Youth Development Staff and the Area Extension Director

