

Position Title & General Description: This role description includes the following titles:

Project Leader, Key Leader, and Resource Leader. Each role has similar qualifications and responsibilities, but slightly different roles that impact project success.

- Project Leader - An individual who is responsible for running and maintaining the project area
 - Project Leaders may work with a small group of youth at a club level or may be volunteering at a county level
- Key Leader - An individual who is responsible for the overall coordination of a countywide project
- Resource Leader - An individual who assists youth and families in finding resources for their project areas

Purpose:

- To provide leadership and organization to the project group
- To work with youth and adult volunteers in offering a positive youth development experience for young people

Responsibilities:

1. Create and maintain a safe and welcoming 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. Encourage parents/guardians to attend project meetings and learning experiences
3. Support youth voice by involving youth decision-making
 - Encourage youth/adult partnerships
 - Involve youth leaders in teaching or leadership roles
4. Meet with members to determine interest, set project goals, and plan project meetings
 - Review all safety procedures/requirements related to the project
 - Consider age and developmental level of youth in the project
 - Consider including tours and learning opportunities to extend the members' experiences
 - Consider how to build in service opportunities that support the community related to the project
 - Work with youth to reflect on their learning experiences—utilize the Experiential Learning Model
 - Recognize project members' growth
5. Recruit adult and youth volunteers and resource people
6. Work with the community to build understanding and support of 4-H
7. Maintain open communication with youth, adult volunteers and parents/guardians
8. Serve as primary contact person between the county project and the Extension staff person (applies if volunteer is in charge of the county project)
9. Participate in project volunteer training offered by county, region, or state
10. Complete forms related to respective project, if required
 - Talk with youth about requirements for exhibiting
11. 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 building skills in others
- Organizational skills

- Enthusiasm, patience, and understanding
- Communication skills (written & oral)
 - Willingness to communicate with diverse groups of youth and adults
- Knowledge of the subject matter and/or a willingness to learn
- Successful background check, agree to Extension Volunteer Behavior Expectations and Conditions of Service
- Enrolled as an active volunteer in 4-H Online

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:

- Approximately 2-10 hours—depends on the project and when the meetings are held (weekly, monthly, quarterly)
- Participation in volunteer training
- Participation in other learning experiences as desired (examples: tours, workshops, county fair)

Training/Orientation:

- Required—
 - Annual Volunteer Training (which includes Mandated Reporter and Sexual Misconduct in Youth Programs content)
 - Receive Extension Volunteer Agreement prior to volunteering
- Recommended –
 - Grow Green Volunteer Orientation
 - Essential Elements online training modules for volunteers
 - Volunteer training workshops (county, regional, state)
 - Some projects may have specific required training

Resources Available:

- Grow Green Volunteer Orientation handouts: <https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
- Project meeting planning guide (<https://fyi.extension.wisc.edu/wi4hvolunteers/files/2016/06/Project-Meeting-Plan.pdf>)
- Project Resources
 - Project curriculum for youth and adults is available for many project areas (<https://4h.extension.wisc.edu/opportunities/projects/>)
 - Media Collection Materials (<https://4h.extension.wisc.edu/resources/volunteer-resources/project-leader-resources/pyd-media-collection/>) may be kept for a maximum of 2 weeks, except for Skillathons, which may be kept up to 3 weeks. Orders need to be placed with your county Extension staff.
- Guidance and support from county 4-H Youth Development Staff
- 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

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