



Sutter-Yuba Counties 4-H Youth Development Program

4-H PROGRAM DEVELOPMENT BOARD

ADULT LEADERSHIP KEY LEADER

General Description

The 4-H Program Development Board Adult Leadership Key Leader is a middle manager and provides leadership to and coordinates the Adult Leadership activities for the Sutter-Yuba Counties 4-H Youth Development Program (YDP). The Adult Leadership Key Leader coordinates the Adult Leadership Program Committee and any related ad-hoc committee(s) or events.

The activities/programs that come under the Adult Leadership category are:

- Volunteer recruitment
- Volunteer placement
- New Volunteer Orientation
- August Community Club Leader meeting/training
- Development and delivery of continuing education for new and returning volunteers
- Review and evaluate current curriculum

Objectives

1. To build and lead an Adult Leadership Program Committee that supports the program vision and plan.
2. To advocate on behalf of the county 4-H YDP.
3. To develop, coordinate, and direct training for adult volunteers.
4. To connect volunteers with current resources and curriculum that will aid them in their role.
5. To connect adults with 4-H volunteer opportunities.
6. To stay informed of new developments from National 4-H Council, USDA/NIFA or the State 4-H Office related to Adult Leadership and utilize information to enhance county activities.

Specific Skills

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks relating to Adult Leadership.
3. Strong leadership skills.

4. Demonstrated excellence in public speaking.
5. Ability to relate to and work with adults from a wide range of socio-economic and ethnic backgrounds.
6. Enthusiasm, patience, understanding and the ability to motivate adults.
7. Ability to resolve conflict in a timely manner.
8. Ability to communicate effectively.
9. Good organizational skills.
10. An understanding of the 4-H Management Board, Program Development Board, Key Leader and Key Leader concepts in the county and the ability to communicate it to others.
11. Become a 4-H Adult Volunteer prior to serving as the Key Leader. Becoming a 4-H Adult Volunteer includes: enrolling in 4-H and paying the enrollment fee, completing fingerprinting, and attending New Volunteer Orientation.

Specific Responsibilities

1. Follow and abide by the 4-H Program Development Board Adult Leadership Key Leader Job Description.
2. Provide leadership to and manage the Adult Leadership efforts of the county 4-H YDP.
3. Identify areas in the program where long-term and episodic volunteer opportunities exist.
4. Review and evaluate current volunteer resources, curriculum, events, and activities and make recommendations concerning them.
5. Develop and deliver trainings for adult volunteers.
6. Develop a continuing education plan/program for Sutter-Yuba Counties 4-H volunteers. Present plan to the Program Development Board.
7. Develop and oversee the Adult Leadership budget subject to approval by the Management Board. Authority to re-budget between line items or change budget as needed given the budget remains within the amount allocated.
8. Provide internal communications with members, participants, adult volunteers and staff.
9. Identify and provide internal representation and support on behalf of the county 4-H YDP (e.g., sectional committees, state 4-H committees).
10. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled meetings (at least 4 per year).
 - a. Help to carry out the responsibilities of the board.
 - b. Serve as an important link between the 4-H Management Board and the Adult Leadership Program Committee and any related ad-hoc committee(s). Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
11. Coordinate the Adult Leadership Program Committee.
12. Serve as the chairperson of the Adult Leadership Program Committee. As chairperson, be responsible for:
 - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
 - b. Recruitment, selection and orientation of committee members.
 - c. Providing leadership for training and support of 4-H units/groups in the Adult Leadership area.

- d. Ensuring that any fundraising activities to support public relations and visibility activities are coordinated with the Fund Development Key Leader and within the confines of the overall fund development plan.
 - e. Special emphasis on Affirmative Action/Outreach.
13. Coordinate any related ad-hoc committee and work closely with the chairperson to ensure that members are recruited and event timelines, and policies are being followed and adhered to and the committee is functioning according to the instructions provided to them by the Management Board.
 14. Work closely with the 4-H YDP and Office staff.
 15. Attend scheduled orientation and training sessions for Key Leaders.

Relationships

The Adult Leadership Key Leader is responsible to the 4-H Program Development Board and the 4-H YDP. The Key Leader cooperates with the other Key Leaders and Key Leaders in the county, as well as other adult Key Leaders, members and participants in the 4-H YDP. Key Leader orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

Time Involved

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

Term of Appointment

The Key Leader shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Sutter-Yuba Counties 4-H Adult Leadership Key Leader.

4-H Adult Volunteer

Date

4-H Youth Development Program Staff

Date

This document was developed by Rita Boyes, 4-H Program Representative in Sutter-Yuba Counties. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Key Leader in San Louis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.

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