



4-H Adult Volunteer Role Description

Project Leader

General Description:

California 4-H strives to provide healthy and positive environments that help members reach their full potential. For most 4-H Community Club Members, 4-H projects and their Project Leaders represent the heart or core of their 4-H experience. As a Project Leader, you will undertake what could be one of the most important and meaningful experiences in your life. Project Leaders establish an engaging, safe environment in which 4-H'ers build relationships and learn by doing. In this way, you help youth to develop life skills that can be used now, and throughout their lives. Being a Project Leader takes time, and your performance will not always be perfect, but it is okay to make mistakes. This gives the members the example of learning from a mistake and moving forward. Helping young people develop into responsible and caring adults is essential to the future of our country and our world.

Qualifications:

- Current 4-H adult volunteer at least 21 years old, in good standing with their county, who has:
- A passion to see youth become civic-minded citizens and better leaders
- Complete required state and local courses for adult volunteers

Essential Knowledge, Skills and Abilities:

- Skill and ability to supervise youth visually and auditorily.
- Skill and ability to interact verbally with youth in a variety of situations.
- Skill and ability to assist youth in emergency (fire, injury, etc.,) situations both physically and emotionally.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in the project area being offered.

Key Overarching Duties: (4-H Vision and Values)

- Enable a series of learning experiences that allow youth to reach their goals around a specific subject.
- Create an environment where meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow into productive adults.
- Embrace the mission of 4-H and work within the guidelines of the University of California

4-H Youth Development Program delivered through the UCCE 4-H office in order to encourage 4-H objectives and enforce 4-H policy.

Essential Functions of the Leader Role:

- Ensure the safety of members and volunteers at project meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check prior to launching the project and completion of required courses before opening any project meetings.
- Mentor youth members to enable them to set and reach goals across the range of possibilities defined by the publication 4-H Steps to Success and as assessed by the Project and Activity Evaluation Checklist.
- Listen and respond to the needs of youth as they relate to health and wellbeing, in addition to specific project goals
- Plan and manage project meetings using the tools available on the Project Leader Resources page of the CA 4-H website. This includes:
 - Ensure that two adults are present at all meetings.
 - Keep records with regards to attendance, project report forms, health history and authorizations, and incidents.
 - Involve junior/teen leaders in meaningful leadership opportunities.
 - Plan a sequence of learning experiences so that the project appeals to beginners and more advanced learners.

Relationships:

The Project Leader can have a pivotal role across a series of relationships.

- Project members: Finding or developing strategies to communicate information to each project member with the understanding that everyone learns differently, and that effective mentoring requires enthusiasm, patience, and understanding from you as an adult leader. Give support and positive feedback as well as constructive criticism. Celebrate successes with youth. Great Project Leaders build a community of learners characterized by trust and respect, where everyone is valued and excited about the chance to learn by doing.
- Community Club Leader: Ranging from the coordination of project meeting schedules across club projects and through working as a club community to create opportunities to showcase the value that 4-H offers to members and their families.
- Jr. and Teen Leaders: Ranging from initial recruitment to the development of leadership goals and ongoing mentoring as they take on initiatives within the project
- Project member families: Ranging from the coordination of times and dates of meetings to strategies for best managing the unique cohort that your project group represents. (Ideally, this is an opportunity to recruit and develop the next generation of Project Leaders for your club.)
- Other Project Leaders:
 - Within your club to share best practices and manage collaborative events
 - Across your subject area to share key resources and address mutual challenges
 - Subject matter experts or other community resources to supplement the best that 4-H offers

Time required:

- Annual training with 4-H County Staff (as available)
- Completion of Volunteer Training online courses as required
- A minimum of 6 hours of educational time for members and corresponding preparation
- Club meetings as scheduled to coordinate project leadership activities

Length of Commitment

- 1 Year, reviewed annually

Accommodation Needs based on Essential Knowledge, Skills and Abilities (if none, leave blank).

Signature of Volunteer

Date

Signature of County 4-H CES or Regional Program Coordinator

Date

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