



4-H VOLUNTEER POSITION DESCRIPTION FORM

- POSITION TITLE:** Organizational Leader
- POSITION DESCRIPTION:** Overall 4-H club coordinator who communicates with other leaders, Extension agents, club officers, club members, their families to maintain smooth operation of the club throughout the year.
- POSITION DUTIES:**
- Oversee general operation of club.
 - See that project and activity leaders are recruited.
 - Communicate with Extension agents; pass information to other leaders, members and families.
 - Use job agreement forms with adult volunteers.
 - Guide club goal setting.
 - Guide club annual planning.
 - Work with club officers and committees to plan meetings and carry out annual plan.
 - Participate in leadership training opportunities.
 - Encourage other leaders and members to participate in 4-H opportunities.
 - Help club evaluate whether it is meeting its goals.
 - Help club evaluate its programs.
 - Order supplies as needed.
 - Keep records of enrollments and adhere to county deadline dates.
 - Coordinate orders for literature.
- QUALIFICATIONS:**
- Interest in youth and adults in community.
 - Ability to communicate with youth and adults.
 - Ability to organize and plan.
 - Time to carry out club leader role.
 - Know where to find resources and information.
 - Ability to delegate responsibility to others.
 - Positive role model and good example of youth.
- RELATIONSHIPS:**
- Other leaders, teen leaders and officers.
 - Members and their families.
 - Extension staff.
 - County council representatives.
- BENEFITS:**
- Satisfaction, recognition, leadership skills and appreciation from others.