



Montana 4-H

Volunteer Position Description



Title: 4-H Club Organizational Volunteer Leader

Mission of Montana 4-H: The mission of Montana 4-H is to educate youth and adults through positive youth development for living in a global and ever-changing world by using the resources of the Land Grant Universities and the U.S. Department of Agriculture.

Purpose: Facilitate club experiences to allow 4-H members to experience positive youth development through the 4-H essential elements of belonging, mastery, generosity and independence. Organizational leaders work as a team with Extension faculty or staff, other volunteers, members and parents to provide opportunities for positive youth development at the club level.

Time Commitment: Approximately five hours per month. It is expected that 4-H clubs will hold 6-12 regular club meetings during the year. Club meetings may be supplemented by project meetings, camps, fair and other 4-H learning activities.

Short Term Impact: 4-H club members will learn how to facilitate meetings, work effectively in a team with older and younger members, express thoughts and opinions in front of a group, understand and appreciate the value of helping others, and become engaged in community.

Long-term Impact: 4-H club members will grow into adults who possess life skills and are prepared to assume leadership roles in their community, state and world.

Responsibilities: Following is a list of typical tasks that need to be done in order for a 4-H club to run effectively. An Organizational Leader may take responsibility for all of the tasks or the tasks may be divided up between a Club Organizational Team.

- ☘ Ensure a safe and inclusive environment, both physically and emotionally, at all 4-H events.
- ☘ Work with club youth officers to learn their responsibilities and plan successful meetings.
- ☘ Work with members to set annual club goals and assist with club program planning for the year.
- ☘ Help members plan and organize service learning and educational activities or work with an activity leader or youth member to do so.
- ☘ Communicate between the club and your local MSU Extension Office.
- ☘ Coordinate the club's recognition program. Promote countywide awards, scholarships and recognition.
- ☘ Complete the annual club information process and coordinate annual enrollment of members and volunteers.
- ☘ Promote participation in countywide events to members.
- ☘ Be a club representative to countywide events and activities when necessary or assign a representative.
- ☘ Work with club Treasurer to oversee club financial responsibilities and follow the financial recommendations as outlined by the Montana 4-H Center for Youth Development.
- ☘ Recruit volunteers as needed for other leadership roles such as project leaders, activity leaders, chaperones, etc.

Qualifications

- ✿ Become officially enrolled as a Certified 4-H Volunteer in the County. (Fill out application, volunteer agreement and authorize a background check.) Each year complete the 4-H Volunteer Personal Background Form to continue in the position.
- ✿ Enjoy working with youth and other adult volunteers.
- ✿ Be willing to advise, guide and mentor while allowing youth to make decisions and carry out plans to meet personal and club goals.
- ✿ Demonstrate organizational skills to manage paperwork and complete annual reporting.
- ✿ Have access to transportation and telephone. Internet and email access is beneficial.
- ✿ Be willing to participate in training opportunities when available.
- ✿ Embrace the mission of 4-H and work within the guidelines of Montana State University Extension and Montana 4-H.

Benefits

- ✿ Develop leadership skills and gain new knowledge.
- ✿ Gain satisfaction by watching youth grow under your influence.
- ✿ Opportunity to meet and share ideas with other adults and youth working to make a difference in the lives of youth.
- ✿ Opportunity for advanced leadership roles in the county and state 4-H program.
- ✿ Enjoy the successes of youth as they learn new skills.
- ✿ Develop relationships with 4-H members, families and leaders.
- ✿ Recognition for work toward fulfilling the mission and vision of 4-H, which may be in the form of publicity, thank you tokens, certificates, plaques or awards.
- ✿ Training opportunities to further knowledge and skills.

Supervision: Club Organizational Leaders are accountable to Montana State University Extension, through the local Extension Agent(s) for their activities and finances. The continuing existence of the club is dependent on Extension's authorization and oversight. 4-H volunteers are expected to abide by the behavior standards established by Montana 4-H and to conduct themselves as positive role models for youth.

Funding for Activities: Funding at the club level is typically done through fundraising with members, leaders and parents. A fundraising approval form must be submitted to the Extension Agent before completing the fundraiser, and a report must be filed with 60 days of completion of the fundraiser.

Resources and Training Available

- ✿ County, district and state leader training workshops.
- ✿ State and regional conferences for 4-H volunteers.
- ✿ Orientation for volunteers.
- ✿ Extension staff to listen to ideas to help improve the 4-H program.
- ✿ Access to curriculum, newsletters and other resource materials to assist with club work.

