



Forsyth County 4-H

Club Leader Job Description



Position Title: 4-H Club Leader

Major Objectives: To organize and manage a youth community 4-H club.

Major Responsibilities:

Complete and submit volunteer application including permission for criminal background screening and complete mailing addresses for three references.

Once approved, participate in Forsyth County 4-H Orientation and Training.

Organize and implement monthly club meetings.

Utilize 4-H curriculum to encourage hands on learning experiences at club meetings.

Develop club calendar with youth to schedule activities and events.

Communicate with 4-H staff at the Cooperative Extension Center.

Complete and submit annual membership enrollment and medical forms.

Complete and submit monthly reporting forms.

Ensure that the Adult Treasurer completes Financial Report Forms (if applicable).

Qualifications:

Work well with youth and with other adults.

Organizational skills

Communication skills (written and verbal)

Time management skills

Training and Preparation:

Participate in orientation for new volunteers

Learn to design age appropriate activities

Learn about available 4-H curriculum

Time Requirements: Meet once monthly (minimum) with club and planning time (will vary)

Location: To be determined by club leader in a safe location in Forsyth County.

Length of Commitment: One year, renewable

Benefits:

Become part of the 4-H team to impact youth in the county

Participate in quality training experiences

Satisfaction of working with young people

Access to 4-H curriculum for youth development

Recognition as a volunteer

On the Job Supervision: 4-H Agents and Program Assistant

Other Specific Negotiated Assignments:

Signatures:

County 4-H Professional

Date

4-H Volunteer

Date