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**4-H VOLUNTEER JOB DESCRIPTION**

**Title of Job:** 4-H Club or County Activity Leader

**Purpose:** To provide leadership for a particular activity, program or event. Your role will be to organize a community, county-wide or state learning experience in which youth from a designated(s) area may participate. The activity may be in support of a local 4-H club, the county 4-H program or the state 4-H program.

**Major Responsibilities:**

1. Plan, organize, implement, and evaluate the learning experience.

2. Coordinate learning experience with other 4-H club(s), county leaders and/or UME extension staff.

3. Recruit, screen, appoint, train, and evaluate additional volunteers to assist with learning experience as necessary.

4. Promote learning experience to youth and adults.

5. Provide appropriate supervision to assist and encourage youth and adults as necessary.

6. Encourage youth to participate in other learning experiences supporting their projects and interests.

7. Recognize achievement and publicize the results.

8. Support Affirmative Action efforts of the 4-H Program.

9. Maintain records on the learning experience and submit to the county 4-H office as requested.

10. Provide transportation as needed to club members and volunteers to local, county, or state learning experiences.

11. Support 4-H fund-raising efforts for local, county, or state 4-H program.

12. Communicate with 4-H Club Organizational Leader(s) and/or UME extension staff.

13. Participation in other learning experiences that support the mission of the University of Maryland Extension 4-H Youth Development program.

**Qualifications:** An Activity Leader needs to have a general knowledge and/or interest in

conducting learning experiences. Also, the leader must have an interest

 in working with and motivating youth and adults.

**Job Site:** Howard County, Community-Based with travel to other parts of Maryland, DC., and other states as part of youth/volunteer learning experiences.

**Tenure:** One year, renewable option.

**Estimated Time Requirements:**

The time commitment is flexible. Generally, it is short term: 6-12 hours distributer over a 4-8 week period. Activities range from a 1/2 day to several days in duration. One to two hours may be required for orientation. In addition, you may attend leader training workshops at the County or State level as needed.

**Supervision:** HowardCounty Extension 4-H Staff

**Affirmative Action:** The University of Maryland Extension programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.

**Training:** 4-H Faculty will provide:

\* Leadership Training

\* Program and resource materials including projects, films, slides and books as requested and available.

\* Newsletters to leaders and club members.

\* County-wide learning experiences which are open to all participants.

**Benefits:** Scholarships may be available for County, State and Regional Training’s.

This would be an educational opportunity to develop and apply managerial skills in support of the UME 4-H Program.

**Contact Persons:**

Sheryl Bennett Chris Rein

Extension Educator 4-H Program Assistant

4-H Youth Development

3300 North Ridge Road Ste 240

Ellicott City, MD 21043

Phone: 410-313-2707

Fax: 410-313-2712

I understand and agree to abide by the philosophies of Extension and to fulfill the volunteer responsibilities described above to the best of my ability.

Signature Date

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2/2013