



Title: 4-H Club Leader/Co-Leader

Purpose of Position: The 4-H Club Leader establishes and maintains a club structure that supports Positive Youth Development activities through 4-H programming for youth, 5-19 years of age.

Responsibilities:

- Create an inclusive culture and embraces diversity in maintaining and growing the club membership.
- Promote and supports the 4-H program and their specific club.
- Work with 4-H staff, volunteers and Club Officers to plan an annual club calendar.
- Arrange for safe, suitable and appropriate meeting facilities and follows CCE procedures for obtaining certificates of insurance when required.
- Guide 4-H members in establishing club bylaws, electing officers, running meetings according to Roberts Rules of Order, and adhering to the Code of Conduct.
- Act as a mentor and role model to club members at all times.
- Ensure that information about meetings, events, activities, and program/ policy updates are communicated to 4-H staff, members, parents and volunteers in an effective and timely manner.
- Ensure that all enrollment paperwork, program paperwork, reports and record books are submitted to the 4-H office on time and completed in full.
- Train and encourage all members to participate in public presentations
- Support and monitor all members in the completion and submission of record books
- Keep the 4-H Staff informed about club activities, special accomplishments and problems.
- Ensure that the club and its membership play an active and visible role in the community.
- Ensure that volunteers, club members and their parents are aware of and follow all CCE youth protection and risk management policies and emergency procedures.
- May also serve as a Project or Activity Leader if the club is relatively small.
- Attend scheduled Leader Meetings and Advisory Committee meetings relevant to club area.

Expected Results:

All eligible youth will feel welcome to join 4-H, and be facilitated in enrolling. All 4-H'ers will learn about specific subjects, develop real-world skills, develop life and leadership skills, demonstrate personal growth, and experience a sense of belonging. Leaders and parents will work in harmony and in a manner consistent with the objectives of the 4-H Positive Youth Development Program.

Training and Support:

- Guidance and support from 4-H staff, and support from CCEDC
- New Leader Training and Bi-Annual Leader Training (required)
- Youth development classes and project training sessions
- Access to 4-H curriculum and learning labs
- Access to 4-H Mall to purchase subject-specific educational materials and other 4-H materials

Reporting Responsibilities:

- Submit enrollment forms and payment for returning members by October 1 each year
- Ensure all club members and volunteers are enrolled before participation in the program
- Submit enrollment forms for new members within one month of them joining the club, or before they participate in club activities more than two times
- Notify the 4-H office in writing within one month of any members leaving the club
- Check record books and attendance, and notify the 4-H office by close of entries if members are not in good standing to attend the Dutchess County Fair
- Provide the 4-H office with the calendar, meeting schedule and roster of officers by December 1
- Provide the 4-H office with quarterly club financial reports, end of year financial statement **and** Audit Statement by October 15th

Time Commitment:

On average, 8-12 hours per month is required for regular club activities. Participation in District and State events, special trips and activities, and participation in the Dutchess County Fair require an additional time commitment.

Qualifications:

- Club Leaders must have attained their 21st birthday
- Co-Leaders must have attained their 18th birthday; if under 21, they must have a minimum of 1 year of experience as a Project Leader
- Completes the interview and enrollment process, provides references, and passes mandatory background check and, if relevant, the MVR check
- Believes in and supports Cornell policies and practices of inclusivity and diversity
- Is a good team player with good interpersonal skills and the ability to motivate others
- Is a good communicator (in multiple mediums, e.g. in person, by email, on social media) and has strong organizational skills
- Can demonstrate competence in working with 4-H age youth in similar settings
- Demonstrates a sincere interest in using and developing positive youth development strategies and techniques
- Has availability and is willing to attend training programs and fulfill position requirements

Benefits:

- Training and experience in running a positive youth development program
- Access to community resources and networks
- Enhanced personal leadership skills
- Opportunities to build friendships with other like-minded people
- Satisfaction from helping youth to reach their full potential
- Enjoyment of being part of a rich community