



4-H Adult Volunteer Role Description

Club Leader

General Description

The University of California 4-H Youth Development Program strives to provide healthy and positive environments that help members reach their full potential. For most 4-H members, 4-H clubs represent the place where they feel like they belong to something bigger than themselves and is the anchor point for their 4-H experience. It is the place where youth members are given opportunities to grow and learn in the club, county, region, and state. Club Leaders make everything in the club happen!

Club Leaders provide support and knowledge to organize members and adult volunteers to reach their full potential. They oversee the structure of the club, work alongside members, member officers/leaders, volunteers, and families to ensure that safe environments are maintained, and caring relationships are developed. They create learning opportunities so that members can make decisions, serve others, and practice teamwork, leadership, and communication skills. Being a Club Leader is not easy and performance will not always be perfect, and it is okay to make mistakes. This gives members the example of learning from a mistake and moving forward.

Those who are selected for this role are expected to serve as a representative and partner of the University of California 4-H Youth Development Program. It is recommended that the Club Leader hold this position for a term of 3 years while developing their successor. Optimal Scenario: a team of 3 Club Leaders with one, two, and three years respectively in the role, jointly managing the functions which ensures that as the senior Club Leader transitions out, critical knowledge is maintained for effective Club management.

Qualifications

- Current 4-H adult volunteer at least 21 years old.
- Experience as a 4-H Adult Volunteer in good standing with the county.



Key Overarching Duties (4-H Vision and Values)

A passion to help youth achieve key positive youth development outcomes, including academic motivation and success, social competence, high personal standards, connection with others, personal responsibility, and contribution to others through leadership and civic engagement.

- Create an environment where safe, meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow into productive adults.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program.
- Provide overall 4-H club leadership in the context of a strong youth-adult partnerships.
- Serve as a liaison to your club and larger community regarding the mission, resources, and opportunities available within California 4-H.

Essential Knowledge, Skills, and Abilities

- Knowledge of University of California 4-H, its mission, core values and policies.
- Able to work as a member of a team.
- The ability to guide a team of youth who lead other youth ages 5 – 19, while providing opportunities to progressively partner with teens and adults to implement the 4-H Program.
- Understand and practice developmental relationship building and belonging skills with youth.
- Understand and practice exemplary youth-adult partnership strategies and techniques.
- Ability to complete all agreed upon duties and assignments.
- Skill and ability to complete required state and local courses for adult volunteers and club leaders.
- Ability to complete a minimum of three full program years as an adult volunteer in the California 4-H program.
- Skill and ability to supervise youth visually and auditorily.
- Skill and ability to interact verbally with youth in a variety of situations.
- Skill and ability to assist youth in emergency (fire, injury, etc.,) situations both



physically and emotionally.

- Skill and ability to present information to large groups of people.
- Ability to function in a variety of environmental conditions (loud, outdoors, indoors with variable lighting, etc.).

Knowledge and skill (basic) to use current technology communication tools, ie, email, ZSuite, Microsoft Word and Excel, Google Docs, Sheets, and Slides, Zoom, Adobe Acrobat, Text, and Group SMS and other apps for communications.

Note: Not every Club Leader needs to have all the knowledge, skills and abilities above. The Club Leadership team altogether should meet this .

Essential Functions of the Club Leader

- Takes responsibility for enforcing 4-H policy, including ensuring that all adult volunteers have completed the full enrollment and screening process.
- Ensures youth members are fully enrolled before participating in club and project activities. Ensure project leaders have current rosters of youth enrollment throughout the year.
- Ensures the physical and emotional safety of members, families, and volunteers at meeting and events. Includes ensuring that all adults serving as 4-H Adult Volunteers have been approved for service.
- Work with members and volunteers to ensure that all tasks required to be a “Club in Good Standing” in accordance with the [Program Planning Guide](#) are completed.
- Work with your adult community to identify and implement a set of projects that offer a variety of educational experiences to youth members. Ensure that your project leaders receive training and support during the program year.
- Mentor and coach youth in club leadership positions to ensure they can fulfill their responsibilities in accordance with the club’s Bylaws and/or operating procedures.
- Work with UCCE 4-H staff to obtain Facility Use Agreements for meetings and events.
- Serve as the communication link between the 4-H office and the club, including informing members, families, and leaders of new and relevant information, such as upcoming events and activities.
- Work with youth in leadership positions and larger membership to review the Club Bylaws or Operating Procedures annually to ensure your Club runs efficiently, and to revise language as necessary in accordance with 4-H policy.



- Keep records and provide incentives and recognition for member and volunteer growth and achievement.
- Identify, develop, manage, and support youth and adults with a diverse set of skills, talents, and strengths to fill various roles within the club.
- Resolve minor conflicts between members, volunteers, and parents. Escalate and seek support for resolving conflicts to the 4-H office.

Relationships

Club Leaders are the center point of a constellation of interactions between:

- 4-H Adult Volunteers
- 4-H personnel
- 4-H Volunteer Management Organization
- Club youth leaders
- Club members
- Members' families
- Community organizations, local government, businesses, schools, etc.

Time required

This position, depending on the unique aspects of the club (size, new vs. established, etc.), can be a time-consuming role, particularly during the start and end of the program year, and in preparation for fair. It is for this reason that co-leadership and active engagement of club adults is strongly recommended.

- Minimum of 6, 1-hour club meetings per year are recommended adding time for preparation and cleanup.
- Planning with the youth and adult leadership team for approximately 1-3 hours per month.
- Managing membership for a minimum of 3 hours per month.

Sufficient time and resources for

- Completion of all required paperwork, online and in-person course work, by prescribed due dates.
- Completion of all required online and in-person professional development opportunities.
- Delegating and distributing jobs and tasks throughout the club.



Length of Commitment

- Three years, reviewed annually.

Accommodation Needs based on Essential Knowledge, Skills and Abilities

(if none, leave blank). Please sign and date below to acknowledge receipt of the role description and expectations for the 4-H Club Leader position.

Signature of 4-H Adult Volunteer

Date

Signature of County 4-H CES or Regional Program Manager

Date

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