

## VOLUNTEER ROLE DESCRIPTION

### *4-H Project Leader*

- Purpose:** To help 4-H members enrolled in a specific project gain knowledge, skills, and attitudes by guiding them as they learn in that 4-H project.
- Success Criteria:** Members will enroll in the project; set project goals; work to achieve project goals; share what they have learned through a talk, demonstration or exhibit; complete and submit project planning sheets in 4-H Record Book format, which report and evaluate their own progress.
- Responsibilities:** Facilitate youth learning about a project by:
- Assist with enrollment by introducing the project to all members and parents.
  - Help members establish goals and plan for their project work.
  - Conduct project meetings and workshops where members receive hands-on experiences.
  - Give support in planning and carrying out projects to individual project members as needed.
  - Encourage members to complete their project work as planned.
- Provide additional support to 4-H members in their project work by:
- Involve experienced youth in the teaching as junior leaders.
  - Encourage parents to support project work at home.
  - Assist members with exhibits, demonstrations, and other sharing activities.
  - Help members complete planning sheets and Record Book to evaluate their progress in the project.
  - Provide recognition for the project accomplishment of members.
  - Keep members informed of other opportunities related to the project.
  - Be sensitive to risks and using risk management strategies related to project work.
- Continue your own personal development by:
- Update your own project skills by attending relevant training.
  - Become familiar with project literature and sharing knowledge of the project.
- Work with other club volunteers in meeting club goals and keep the entire club informed of things related to assigned activity that involve or impact others by:
- Communicate regularly with other volunteers.
  - Help to identify, select, and support new volunteers.
  - Assist with other activities related to the project, including community service, as appropriate.
- Target Dates:** Project leadership can be a short-term opportunity. A variety of options are available, such as: meeting once a month, once a week, or several times a week for a two- or three-month period, up to one 4-H year (September-August). Volunteers have the option of continuing for additional years.

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**Time Required** Two to four hours for planning, working directly with youth, and following up on work for each project meeting. More time can be spent if desired by volunteers and members in the project group.

**Resources Available:** Getting Started as a 4-H Project Leader  
Member and leader project literature  
Project support materials, including web sites visit  
<http://www.uwex.edu/ces/4h/onlinpro/index.cfm>

**Training Opportunities:** Project leader training  
County, Regional and State volunteer training

**Report to:** 4-H Club Organizational Leader for club projects and 4-H Youth Development Agent for County projects.

**For Questions Contact:** Lori Laberee, 4-H Youth Development Agent  
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