

**2010**  
**Idaho 4-H Enrollment System**  
**VOLUNTEER 4-H LEADER POSITION AGREEMENT FORM**

**PLEASE RETURN BY MONDAY, FEBRUARY 2, 2010 OR SOONER**

**JOB TITLE: 4-H Project Leader** \_\_\_\_\_

Last Name      (Please Print)      First Name

**DESCRIPTION OF JOB:** To guide and support 4-H members with their project work. The learning experience to be structured around the special interests and abilities of the 4-H member.

**DUTIES OF POSTION:**

- Recruit other volunteers to assist in the project area if needed
- Encourage 4-H members to participate in the project area.
- Maintain competence in the project area by attending training meetings and/or reading project materials.
- Hold regular meetings with members to guide them in project skill development.
- Acquire and distribute project materials and help members learn how to use the materials
- Plan special events such as tours, shows, social activities, etc. as they relate to the project
- Relate project experiences to career possibilities.
- Be familiar with all 4-H regulations impacting project.
- Make a year's plan with members and encourage completion.
- Inform members of 4-H opportunities.
- Evaluate member's progress and recognize personal growth of individuals regularly through praise, added responsibility and trust.
- Practice all appropriate safety procedures.

**QUALIFICATIONS:**

- Enthusiasm
- Some project skills
- Ability to motivate, direct and evaluate
- Ability to delegate tasks and responsibility to others
- Know where to find resources and information
- Ability to organize a meeting and a year's work
- Ability to work with 4-H members, leaders and Extension faculty
- Positive role model for 4-H members

**RELATIONSHIPS:**

- Teacher and friend to 4-H members
- Receive information and training from club leader or other resources
- Pass on information to members and parents

(Continued over)

**TIME REQUIRED:**

- Attend one general club meeting per month
- Attend project leader training as offered.
- Schedule project meetings on a regular basis to assist 4-H members with their project work.
- Assist 4-H members in preparing their projects for exhibit and/or completion as appropriate.

**LENGTH OF COMMITMENT:** One year, October to September

**RESOURCES AVAILABLE:**

- Project materials
- Project training
- County Extension Faculty

**TRAINING REQUIRED:**

- Discussion of this position agreement with Extension Faculty
- Reading projects materials.
- Attending training sessions as available; returning leaders are required to attend two hours of training per year; new leaders are required to attend three hours per year.
- Familiarization of county guidelines as they relate to the project.
- Attending a child protection orientation.

**SUPERVISOR:** Club (Organizational) Leader  
Extension Faculty

I understand and agree to carry out the responsibilities described in this job agreement. I also have received, read and agree to abide by Extension policies, guidelines, procedures and codes of conduct for 4-H as written in the *Idaho 4-H Policies and Procedures* (#91605) and as related to child protection.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone #**

**Project(s) being led:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_