



## Community Club Leader Position Description

### Requirements:

- Must be an enrolled 4-H leader
- Agree to a 2 year commitment

### I agree to perform the following duties:

- Mentor Assistant Community Club Leader for future transition to Community Club Leader
- Select and fill adult leadership roles in the club (Adult Treasurer, Enrollment Coordinator, etc.)
- Provide leadership to youth and adult members
- Secure location for meetings
- Submit Facility Use Agreements for signature by County Director for meeting spaces prior to use for review and approval
- Finalize and approve enrollment
- Inform club members and families of club plans, provide copies of by-laws annually, and inform them of current information regarding the program
- Be an active member of Leaders Council and attend meetings (or send delegate)
- Implement and follow all 4-H policies
- Sign off on completed record books
- Recruit Project Leaders for club projects BEFORE project is offered for member sign-ups
- Organize projects for the year
- Keep in contact with Project Leaders by personal visits, telephone calls, encouraging attendance at county trainings, orientation, etc.
- Supervise and ensure safety of youth
- Resolve adult conflicts
- Embody a sense of club spirit and belonging
- Attend Community Club Leader trainings up to 3 times a year
- Attend monthly club meetings
- *and all other duties not specifically stated*

### In return, I will receive the following:

- Access to audio visual material and equipment, as well as library resources and project kits, are available for use on a reservation and check-out basis
- Annual county-wide education activities
- County-wide information emails listing events, deadlines, and information relevant to ongoing club planning
- Support in the form of consultations, club visits, and trainings are available from the county 4-H staff

Club Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_