



4-H Adult Volunteer Role Description

Project Leader

General Description

The University of California 4-H Youth Development Program (California 4-H) strives to provide healthy and positive environments that help members reach their full potential. For most 4-H Community Club Members, 4-H projects and their Project Leaders represent the heart or core of their 4-H experience. As a Project Leader, you will undertake what could be one of the most important and meaningful experiences in your life.

Project Leaders establish an engaging, safe environment in which 4-H'ers build relationships and learn by doing. In this way, you help youth to develop life skills that can be used now, and throughout their lives. Being a Project Leader takes time, and your performance will not always be perfect, but it is okay to make mistakes. This gives the members the example of learning from a mistake and moving forward. Helping young people develop into responsible and caring adults is essential to the future of our country and our world.

Qualifications

- Current 4-H adult volunteer at least 18 years old.
- Project-specific content knowledge or willingness to learn and teach others on project educational content.

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.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program.
- Provide and enable a series of learning experiences that allow youth to reach their goals around a specific subject.
- Create an environment where safe, meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow and learn.



- Serve as a liaison to member families regarding the mission, resources, and opportunities available within California 4-H.

Essential Knowledge, Skills, and Abilities

- Knowledge of California 4-H, its mission, core values and policies.
- Able to work as a member of a team.
- Understand and practice developmental relationship building and belonging skills with youth.
- Understand and practice exemplary youth-adult partnership strategies and techniques.
- Ability to provide instruction to youth between the ages of 5-19 while at the same time working and delegating tasks to youth in leadership roles within the project as junior or teen leaders.
- Ability to create and communicate lesson plans and program expectations by annually completing the [4-H Annual Project Plan](#), submit to County 4-H office and share with parents/guardians.
- Ability to complete all agreed upon duties and assignments.
- Skill and ability to complete required state and local courses for adult volunteers.
- 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.
- Knowledge and skill (basic) to use current technology communication tools, ie, email, Microsoft Word and Excel, Google Docs, Sheets, and Slides, Zoom, Adobe Acrobat, Text, and Group SMS and other apps for communications.

Essential Functions of the Project Leader

- Accompany and supervise youth in all program areas in both structured and unstructured activity.
- Ensure the safety of members and volunteers at project meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check prior to launching the project and completion of required courses before opening any project meetings.
- Mentor youth members to enable them to set and reach goals across the range of



possibilities defined by the publication 4-H Steps to Success and as assessed by the Project and Activity Evaluation Checklist.

- Listen and respond to the needs of youth as they relate to health and wellbeing, in addition to specific project goals.
- Plan and manage project meetings using the tools available on the Project Leader Resources page of the California 4-H website. This includes:
 - Ensure that two adults are present at all meetings.
 - Keep records with regards to attendance, project report forms, health history and authorizations, and incidents.
 - Involve junior/teen leaders in meaningful leadership opportunities.
 - Plan a sequence of learning experiences so that the project appeals to beginners and more advanced learners.

Relationships

The Project Leader can have a pivotal role across a series of relationships.

- Project members: Finding or developing strategies to communicate information to each project member with the understanding that everyone learns differently, and that effective mentoring requires enthusiasm, patience, and understanding from caring adults. Give support and positive feedback as well as suggestions for improvement. Celebrate successes with youth. Great Project Leaders build a community of learners characterized by trust and respect, where everyone is valued and excited about the chance to learn by doing.
- Community Club Leader: Ranging from the coordination of project meeting schedules across club projects and through working as a club community to create opportunities to showcase the value that 4-H offers to members and their families.
- Jr. and Teen Leaders: Ranging from initial recruitment to the development of leadership goals and ongoing mentoring as they practice their skills within the project.
- Project member families: Ranging from the coordination of times and dates of meetings to strategies to best manage the unique group of youth in the project. This is an opportunity to recruit and develop the next generation of Project Leaders for the club.
- Other Project Leaders:
 - Within the club to share best practices and manage collaborative events.



- Across the subject area to share key resources and address mutual challenges.
- Subject matter experts or other community resources to supplement the best that 4-H offers.

Time Required

- Annual training with 4-H County Staff (as available).
- Completion of Volunteer Training online courses as required.
- A minimum of 6 hours of educational time for members and corresponding preparation.
- Club meetings as scheduled to coordinate project leadership activities.

Sufficient time and resources for

- Completion of all required paperwork, online and in-person course work, by prescribed due dates.
- Travel

Length of Commitment

- One year, 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 Project Leader role description and expectations.

Signature of Volunteer

Date

Signature of County 4-H CES or Regional Program Manager

Date

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