

## 4-H Volunteer Leaders' Series

# 4-H Volunteer Leadership Opportunities

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Volunteers are the key to successful 4-H programs. They furnish much of the energy, skills and resources that keep 4-H moving forward. Many 4-H volunteers are involved directly with youth. They help them learn new skills and knowledge and develop into responsible, productive individuals. Other 4-H volunteers work with adults helping them understand the 4-H program and their responsibilities. Others are involved in the financial and program development areas of 4-H. Each volunteer role is important and makes a specific contribution to the total 4-H program.

## Kinds of Leaders

4-H volunteer leadership positions are divided into five categories at the county and 4-H club or group level: (1) County 4-H Program Volunteers, (2) 4-H Key Leaders, (3) 4-H Club or Group Advisory Committee Members, (4) 4-H Club Leadership Team Members and (5) 4-H Group Leadership Team Members.

## County 4-H Program Volunteers

County 4-H program volunteers are those persons who work on behalf of 4-H at the county level and who are not paid for their services.

**Foundation Board Member** – A person who is serving as a member of the administrative group of the County 4-H Foundation.

**Donor** – A person who provides financial resources to the county and/or state 4-H program.

**Committee Member** – A member of an organized group that is formed by the county Extension faculty to address a specific need of the county 4-H and youth development program. Examples: 4-H Expansion and Review Committee, County Extension Council 4-H and Youth Subcommittee, County 4-H Yearbook Committee and County 4-H Camp Committee.

**Resource/Support Volunteer** – A person who provides a specific service to the county 4-H program other than the three roles identified above. Examples would be county 4-H newsletter editor, county 4-H photographer, 4-H office assistant, 4-H fashion revue coordinator, etc.

## Key Leaders

Key leaders are volunteers who serve county wide or in a designated geographical area. These persons relate to other volunteers rather than youth and are the key link between the 4-H club or group leadership teams or advisory committees and the county Extension faculty.



\*18 U.S.C. 707

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**4-H Club Organizational Coordinator** – A volunteer who serves county wide or in a designated geographical area. This person trains, supervises and supports 4-H club organizational leaders and serves as the 4-H club leadership team’s link to the county Extension faculty.

**4-H Group Organizational Coordinator** – A volunteer who serves county wide, in a designated geographical area or school system. This person trains, supervises and supports the 4-H group organizational leaders and serves as the 4-H group leadership team’s link to the county Extension office.

**Project Coordinator** – A volunteer who serves county wide or in a designated geographical area to train project leaders in subject matter and in the organization and management of 4-H project clubs and groups.

**Activity Coordinator** – A volunteer who serves county wide or in a designated geographical area to train 4-H club or group activity leaders in planning, conducting and evaluating 4-H club or group activities.

**Recruiter Coordinator** – A volunteer who serves county wide or in a designated geographical area to recruit 4-H advisory committees that will be responsible for club and/or group organization and support. The recruiter coordinator serves as an advisor to the committee and provides them with needed information and materials.

**Trainer Coordinator** – A volunteer who serves county wide or in a designated geographical area to coordinate the training provided by other key leader coordinators. This person organizes and executes orientation training for new 4-H club or group leadership teams and ongoing training programs for 4-H leaders that are not being met by other key leader coordinators. Secures resource people to assist with 4-H leader training.

**Records Coordinator** – A volunteer who serves county wide or in a designated geographical area to train club leaders in proper 4-H project record keeping procedures.

**Teen Development Coordinator** – A volunteer who serves county wide or in a designated geographical area with 4-H club and group leaders in the utilization, motivation and involvement of 4-H teens in leadership roles.

**Resource Coordinator** – A volunteer who serves county wide or in a designated geographical area to identify available human and material resources. This person would work with club and group leaders on the use of available resources.

## **4-H Club or Group Advisory Committee**

The 4-H club or group advisory committee is a group of local people who live in the area where a need for a 4-H club or group exists. This group establishes the 4-H club and recruits the club or group leadership team and the youth membership and provides support and guidance to the leadership team.

## **4-H Club Leadership Team (A club has officers and meets most months out of the year.)**

The 4-H club leadership team consists of three or more volunteers who work together to establish, support and maintain a 4-H club. The volunteers serve in one of the following leadership roles:

**Organizational Leader** – The captain of the 4-H club leadership team. This person is responsible for the club program development process, the generation and guidance of club officers, communication with the 4-H club organizational coordinator or the county Extension office and coordination of the leadership team in response to the planned club program.

**Project Leader** – A member of the 4-H club leadership team who works with a group of 4-H members within a 4-H club who are interested in a specific subject matter area. This person guides the 4-H members in setting project goals and conducting “Learning By Doing” experiences that help them reach their goals. A 4-H club may need several project leaders depending on the interests of the members.

**Activity Leader** – A member of the 4-H club leadership team who is responsible for organizing the club’s social, educational, community service and fund raising activities. A 4-H club may need several activity leaders in order to divide the responsibilities into mere manageable jobs – social activity leader, educational activity leader, community service activity leader and fund raising activity leader.

**Records Leader** – A member of the 4-H club leadership team who is responsible for training 4-H members, parents and project leaders in proper 4-H project record keeping procedures.

**Teen Leader** – A member of the 4-H club leadership team who is an experienced 4-H member with knowledge and skills to share with other 4-H'ers. A teen leader may serve in any of the club leadership team roles.

**Resource/Support Volunteer** – A member of the 4-H club leadership team who serves the 4-H club on a short-term basis at the invitation of one of the above leadership team members. This person may provide knowledge, skills or services in specific projects or activities. He or she may provide services such as transportation, refreshments and meeting facilities.

## **4-H Group Leadership Team** (A group does not have officers and meets for a specific period of time.)

The 4-H group leadership team is made up of three or more volunteers who work together to establish, support and maintain a 4-H group. The volunteers serve in one of the following leadership roles:

**Organizational Leader** – The captain of the 4-H group leadership team. This person is responsible

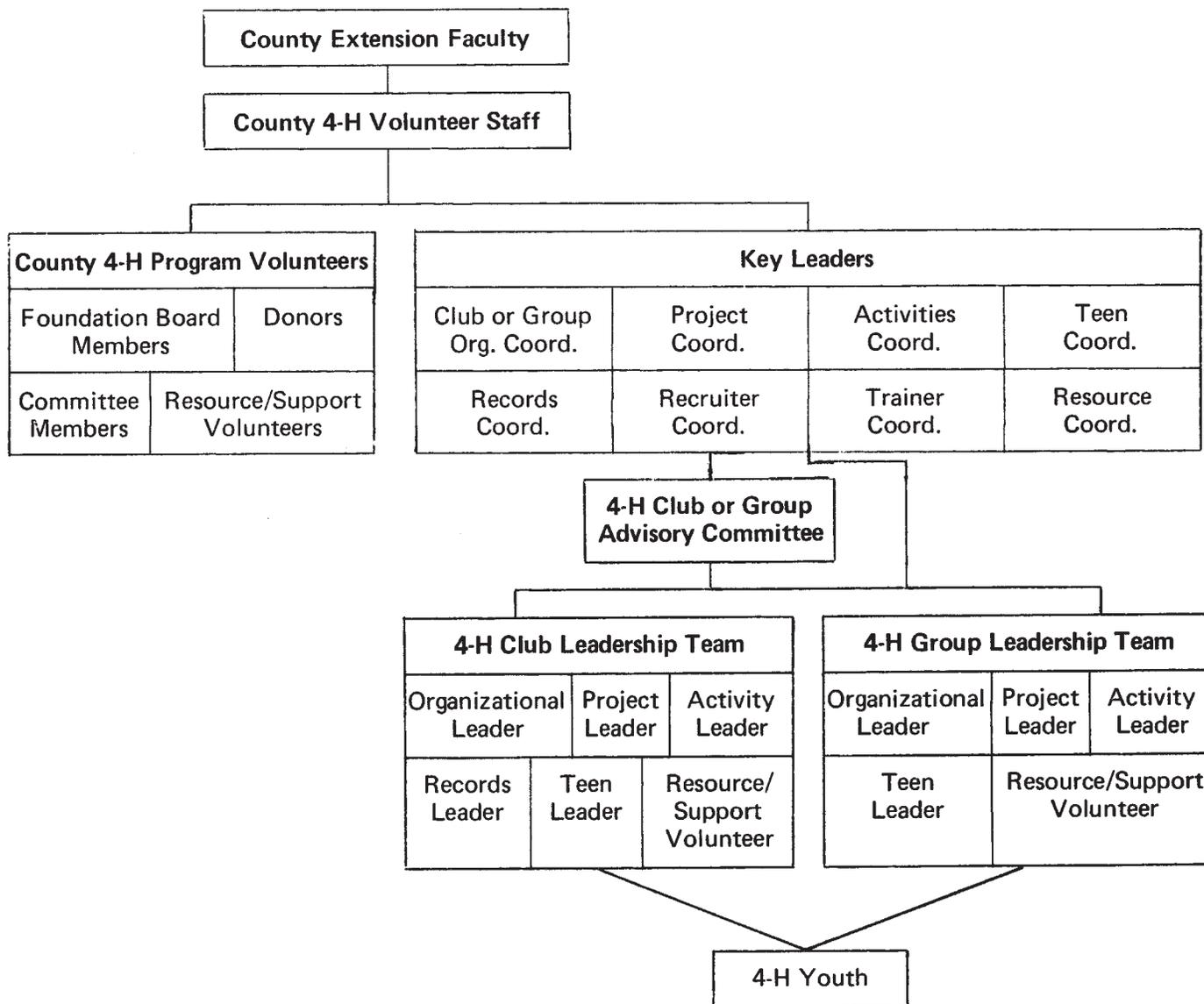
for the organization and maintenance of the group, communication with the 4-H group organizational coordinator or the county Extension office and coordinates the leadership team in planning, conducting and evaluating the 4-H group program.

**Project Leader** – A member of the 4-H group leadership team who works with a group of 4-H members interested in a specific subject matter area. This person guides the 4-H members in setting project goals and conducting “Learning By Doing” experiences that help them reach their goals. A 4-H group is usually organized to focus on one specific 4-H project area so one project leader would probably be sufficient.

**Activity Leader** – A member of the 4-H group leadership team who is responsible for organizing the group’s social and educational activities.

**Teen Leader** – A member of the 4-H group leadership team who is an experienced 4-H member with knowledge and skills to share with 4-H group members. A teen leader may serve in any of the 4-H group leadership team roles.

**Resource/Support Volunteer** – A member of the 4-H group leadership team who serves the 4-H group at the invitation of one of the above leadership team members. This person may provide knowledge, skills or services in specific projects or activities. He or she may provide services such as transportation, refreshments, meeting facilities, etc.



A video presentation entitled, "Volunteers in Action: Protecting Our Future," is available through Cooperative Extension Service Media Services.

Originally developed by Treva Sawatski, former 4-H program specialist. Updated by Lynn Russell, Ph.D., state leader - family and consumer sciences, and Diane Jones, Ed.D., retired Extension family and consumer sciences specialist.

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