4-H Volunteer Job Description - Project Leader

**Purpose:**
Be responsible for guiding 4-H'ers in learning experiences in a project area.

**Responsibilities:**
1. Organize the 4-H project group as part of the 4-H club.
2. Assist 4-H members and parents in project selection.
3. Assist 4-H members in planning their goals and carrying out their project.
4. Help 4-H members learn project subject matter.
5. Encourage members to participate in 4-H project events.
6. Schedule 4-H project meetings and events with the 4-H club organizational leader.
7. Encourage 4-H members to use the appropriate 4-H materials.
8. Be aware of and utilize special resources in making meetings more interesting.
9. Help 4-H members plan demonstrations and other educational programs for the 4-H club's general meeting.
10. Keep up to date in project subject matter.
11. Assist in area and county project events when possible.

**Contact Person:**
1. Club Leader

**Resource People:**
1. County Extension agents and State 4-H Staff
2. Retired 4-H Leaders
3. Parents, Community and Business people

**Resource Materials:**
1. 4-H project manuals and leader's guides
2. Volunteer Research, Knowledge & Competency Taxonomy Lessons
3. 4-H visual aid catalog
4. Ages and Stages of Child and Youth Development
5. Project leader training meetings
6. Arkansas 4-H Website

**Time Commitment:**
Generally 4 to 6 meetings with members, but will vary depending upon project area.

**Qualifications:**
1. Completion of volunteer application process.
2. Understand development of boys and girls.
3. Capable of helping youth learn skills in project.
4. Ability to work cooperatively with youth and adults.

Date reviewed________________
Agent_____________________
Volunteer___________________