

# 4-H VOLUNTEER CLUB LEADER JOB DESCRIPTION



**Position Title:** 4-H Club Volunteer Leader, Madison County 4-H Club

**Term of Responsibility:** 1 year

**Time Commitment:** Average 8 hours per month during school year

**Purpose:** Provide leadership in a 4-H club meeting. Club meetings are held in classrooms consisting of 4<sup>th</sup> -8<sup>th</sup> grade youth. The 4-H volunteer will primarily assist the club leaders as needed to conduct their business meeting and conducting educational sessions. The 4-H club leader will help conduct 4-H clubs in the Jackson Madison County School System under the guidance of the 4-H agents in Madison County. A successful volunteer will conduct meaningful, educational experiences to help youth grow and reach their fullest potential. A volunteer is needed for each area of Madison County (north, south, east and west).

## Responsibilities:

- Lead 4-H club meetings to teach programs and objectives set by the county Extension agent that correlate with the TN Department of Education standards and objectives.
- Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices, consumer education, computers and technology, animal sciences and career exploration skills.
- Encourage youth leadership opportunities and provide guidance.
- Encourage youth to “Learn by Doing” with new ideas, techniques and skills.
- Praise youth for progress they make.
- Inform and encourage members, parents and other volunteers to actively participate in 4-H opportunities.
- Read 4-H newsletters and information from the UT-TSU Extension office to share and stay abreast of programs and opportunities for all clientele.
- Attend monthly trainings to update the information being taught that particular month.
- Collect enrollment and other information needed by the UT-TSU Extension and adhere to deadlines.
- Keep county 4-H staff informed of club situations and how staff can improve lessons to meet a certain need.
- Participate in one or more volunteer development opportunities each year.



## Requirements:

As a 4-H volunteer you will be required to:

- Represent University of Tennessee and Tennessee State University Extension with dignity and pride.
- Conduct yourself in a courteous, respectful manner refraining from profanity, harassment, disruptive behavior or abuse of any kind (physical or verbal).
- Provide a positive role model when working with youth.
- Obey, respect and follow UT-TSU Extension, county and program policies and guidelines.
- Avoid illegal or inappropriate use of substances (alcohol and other drugs).
- To attend training to insure appropriate methods of teaching
- Complete and return the Tennessee Extension Volunteer Application Form
- Have a validate TN Driver's License and the ability to provide own transportation.
- Complete the TN Extension Volunteer Background Check Consent Form

## Qualifications:

- Have a sincere interest in working with youth in the community
- To be able to communicate with youth
- Ability to resolve conflict positively and constructively
- Ability to organize and plan to successfully carry out assignments received by county agents
- Time to carry out the club meeting responsibility
- Motivate and foster positive self-esteem, decision making, problem solving, responsibility, leadership, career exploration and other life skills in youth

## Resources available to learn more about the program:

- UT Extension website: [extension.tennessee.edu](http://extension.tennessee.edu) or TSU Extension <http://www.tnstate.edu/extension/>
- UT-TSU Extension- Madison County: [Madison.tennessee.edu](http://Madison.tennessee.edu)
- Tennessee 4-H: [4h.tennessee.edu](http://4h.tennessee.edu)

### To learn more about the volunteer position, please contact the:

UT-TSU Extension Office  
Kane Reeves or Sharon Tubbs  
309 North Parkway, Jackson, TN 38305  
Phone: 731-668-8543  
[kreeves@tnstate.edu](mailto:kreeves@tnstate.edu) or [stubbs1@utk.edu](mailto:stubbs1@utk.edu)

