4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

Volunteer Leader Roles – Organizational Leader

General Responsibilities:
Provide the basic overall management and leadership for the 4-H club or group.

Specific Responsibilities:

Organizes the 4-H club and directs meetings and activities:

- Reorganizes club and informs potential members.
- Assists officers with learning responsibilities and parliamentary procedure.
- Assists officers and members in planning and carrying out productive meetings.
- Involves members in developing programs,
- Encourages and helps coordinate community service, fund raising, tours, and other activities.

Serves as liaison with Extension Office and other agencies and the club:

- Serves as the primary link between the County Extension office and members & families.
- Keeps other leaders, members and parents informed.
- Secures, completes, and submits club enrollment materials and other reporting.
- Obtains necessary manuals and materials for members and leaders.

Promote 4-H opportunities:

- Encourage 4-H members' and parents' interest and participation.
- Invite parents' ideas, cooperation, support and attendance at 4-H activities.
- Inform members about 4-H activities at all levels and encourage involvement.
- Encourage and assist members with keeping records and completing Portfolios.

Actively participate as a volunteer by:

- Attending leader training opportunities and information meetings.
- Reading 4-H mailings and the 4-H web to keep members, parents, and leaders informed.
- Attending club meetings and activities
- Providing positive, constructive feedback to members and families.

Time Required: On-going and dependant on number and variety of activities.

Qualifications and Expectations:

Ability, interest, and willingness to:

- Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self-esteem, decision-making, responsibility and leadership.
- Effectively organize, delegate and communicate.
- Become familiar with and work within the philosophy and guidelines of UNL Extension and 4-H Youth Development.
- Complete volunteer profile.

Adapted from: *Ohio 4-H Clubs Advisors Handbook.* House. OSU Extension 4-H. The Ohio State University.
Piecing It All Together. Etling, Melang, and Stanley. UNL Extension 4-H. Stockall, Kaslon. UNL Extension 4-H.

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.