Volunteer Leader Roles – Project Leader

**General Responsibilities:**
Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful education experiences to help youth grow and reach their fullest potential in project areas.

**Specific Responsibilities:**
Provide a variety of 4-H project related learning experiences:
- Coordinate work with the organizational leader.
- Help members and parents in project selection.
- Help 4-H members learn project subject matter.
- Help members and parents locate resources for project work.
- Plan and conduct small project work meetings.
- Participate in project workshops provided in the county.
- Keep up-to-date on project resources and opportunities.
- Help members with record-keeping.

Advise members in coordinating and carrying out project activities.
- Plan and conduct community service projects, project tours and other related activities with 4-H members.

Promote 4-H project opportunities at club, county, district, state, and national level.
- Encourage members to participate in 4-H project events.
- Help 4-H project members plan demonstrations and other educational programs.
- Advise 4-H members of rules and regulations related to project areas.
- Encourage and assist 4-H members in keeping records and completing Portfolios.

**Time requirement:**
- On-going, depending on project area.

**Qualifications & Expectations:**
Ability, interest and willingness to:
- Teach and share knowledge and skills with youth.
- Effectively organize, delegate, and communicate.
- Become familiar with and work within the philosophy and guidelines of University of Nebraska–Lincoln Extension and 4-H Youth Development.
- Relate positively to youth and adults.
- Complete the 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.