



## Sample Position Description

### Organizational Unit Volunteer (Club Leader)

8/2011

(These duties may be shared with or delegated to Assistant Unit Volunteers.)

#### General Description

The 4-H Youth Development Program (“YDP”) Organizational Unit Volunteer:

- Coordinates (by managing and facilitating) the team that provides support, guidance, and direction to 4-H members and the unit.
- Is the primary contact person for the unit with the county 4-H YDP staff and the county 4-H council.
- Promotes the 4-H unit, and its mission and programs to the community.
- Ensures compliance with and adherence to University of California 4-H YDP policies, procedures and core values by parents, adult volunteers and members.
- Provides a safe environment that fosters positive youth development.

#### Qualifications

Adults, especially parents/guardians of 4-H members, may serve as unit volunteers. A unit volunteer should have:

- A knowledge of and interest in youth and youth programs.
- A willingness to devote time and energy to the task.
- A willingness to participate in trainings for the task.
- The ability to share decision-making and responsibilities with youth leaders and adult volunteers.
- The ability to support another person while he/she seeks to accomplish a task.
- The ability to organize and manage a team effort.
- Knowledge of the 4-H YDP, and its mission, core values and policies.
- A knowledge of the community and its resources.

#### Duties

The 4-H Organizational Unit Volunteer ensures that the unit is organized by arranging for the unit to:

- Ensure that two adult volunteers are present at meetings.

- Meet regularly.
- Elect, install and train its officers, junior and teen leaders, and work with officers before the meeting to plan the agenda.
- Plan to seek new members and to recognize graduating members.
- Plan with officers units' yearly program and activities.
- Annually conduct project enrollment, and provide adequate project leadership in areas chosen by members.
- Conduct a range of activities including community service activity and participate in county events and programs.
- Help members and officers evaluate the unit program.
- Financial and other reports.

Initiates and supervises a system for the support of adult volunteers including:

- Regular communication with 4-H families, especially parents/guardians.
- Clear designation of positions to be filled and jobs to be done including written job descriptions.
- Invites persons with appropriate interests and skills to accept the jobs.
- Distributes the jobs evenly among the families of the unit.
- Helps the adult volunteer who has accepted the job to understand what is required.
- Involves volunteers (the team) in learning experiences, which help them do their jobs well.
- Meets regularly with the officers and adult volunteers to plan for the unit.
- Supports adult volunteers and members as they implement the plans.
- Maintains communications with all members and adult volunteers of the unit.
- Assists the team (and each member of it) to evaluate the strength of the program, giving helpful feedback as appropriate.
- Arranges for recognition of all adult volunteers.
- Plans for experienced adult volunteers to choose more complex or responsible leadership positions.

Maintains communication between the 4-H unit and the county 4-H YDP staff including:

- Ongoing contact with the county 4-H YDP staff.

## Sample Position Description

### Organizational Unit Volunteer (Club Leader)

3

8/2011

- Maintaining awareness of county programs and events and sharing this information with the unit.
- Submitting complete enrollments and financial reports by county due dates to the county 4-H YDP staff.
- Ordering supplies.

#### Relationships

The unit volunteer accomplishes tasks by working with:

- Parents/guardians and interested adults.
- Members, officers and junior/teen leaders.
- The community.
- 4-H YDP staff, the county 4-H council and other experienced organization volunteers in the county.

#### Time required

The 4-H Organizational Unit Volunteer allows sufficient time for:

- A minimum of 6 meetings per year is required; though a minimum of 8 is recommended.
- Organizing and planning with the leadership team (approximately 1-3 hours per month).
- Attendance at volunteer training meetings during year.
- Participation in other activities and events as desired.

#### Resources Available

The 4-H Organizational Unit Volunteer will receive:

- Support and assistance from leadership teams and parents/guardians of members.
- Assistance from retiring unit volunteer and/or other experienced volunteers in the county.
- Guidance and support by county 4-H YDP staff, and county or sectional training sessions.

#### Rewards

The 4-H YDP Organizational Unit Volunteer may experience the:

- Satisfaction of significant contribution to growth of members.
- Respect and friendships of members, officers, and junior/teen leaders.
- Respect and gratitude of parents/guardians and community.
- Recognition of accomplishments by unit and county.
- Opportunity for continued personal growth.
- Opportunity for increasingly responsible leadership roles.
- Out-of-pocket expenses may be deductible from income tax.

### Length of Commitment

- One year, reviewed annually.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 4-H Organizational Unit Volunteer

\_\_\_\_\_  
Date

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