

## **Cornell Cooperative Extension Volunteer Position Seneca County**

### **Title: *4-H Project Leader***

**Purpose of Position:** A 4-H Project Leader provides instruction and informed guidance to 4-H members as they complete requirements and participate in activities related to a specific 4-H project category.

**Responsibilities:** (A project leader may work with the members of one or more clubs.)

- Keep up to date on the content of and resources available for projects in the designated category.
- Encourage participation in the designated project category.
- Lead project activities and teach related skills following lessons outlined in 4-H Project Guides or other materials recommended by 4-H staff.
- Provide guidance to other leaders, teens or family members who may be assisting with the project.
- Assist members with the completion of project records, exhibit entry-forms and any other paper work related to their project participation.
- Assist with project-related activities at the county level (optional).

**Expected Results:** 4-H members will participate in projects appropriate for their age and experience and will achieve the stated objectives. They will enjoy their project experience and feel a sense of pride in their accomplishments.

### **Training and Support:**

- Introduction to the objectives and resources for the designated project category (required)
- Training session for specific projects within the category (at least one per year)
- For some projects teaching kits and/or equipment are available for loan
- This volunteer position is supervised by the 4-H Program Assistant
- (Name), Extension Educator is ultimately responsible for the quality of programs and activities within this project category.

**Reporting:** Lists of members enrolled and those completing the project are due to the 4-H Club Organizational Leader within one month of the last project meeting.

**Time Commitment:** A minimum of 10 to a maximum of 100 hours per year depending on the number of groups taught and the complexity of the project. Project meetings are typically scheduled once a week, once a month or twice a month for 1 to 2 hours per meeting.

### **Qualifications:**

- Enjoys working with youth and has a sincere interest in their growth and development
- Effective communication, organization and interpersonal skills
- Basic knowledge and skill in the designated project category
- Willingness and availability to attend training programs

### **Benefits:**

- Enhance personal knowledge and skill in the project category
- Build friendships with other volunteers
- Derive satisfaction from helping youth to reach their full potential