



## CLUB VOLUNTEER JOB DESCRIPTION

### YOUR PURPOSE:

To provide leadership to the club by working with a group of youth officers, to oversee the structure and the operation of the club and to be the primary contact person for the club with the county UW Educator and the county 4-H program.

### MEASURE OF SUCCESS:

The club goals are met. Members and leaders are informed of club and county 4-H activities. The club meetings involve members in leadership. Management tasks are carried out. Club leadership will perform effectively.

### RESPONSIBILITIES:

- Adhere to the Wyoming 4-H Policies.
- Help club members in setting annual goals.
- Meet regularly with a calendar of planned educational activities (meetings, workshops, community service, etc.). For Positive Youth Development to occur it is recommended that a club meet at least 6 times per year.
- Recruit new members, recognize graduating members and apply for club recognition
- Serve as a resource for online enrollment and help members select projects
- Install and train club officers
- Plan the yearly educational program and activities
- Provide help for officers in preparing meeting agendas, learning skills, and carrying out other duties
- Secure and distribute resources for members and leaders conduct group activities and events
- Participate in county, regional and statewide events, and programs
- Provide or identify adequate leadership for projects and activities of the club
- Secure meeting location and send all facility documents to the 4-H Educator.
- Work with the club treasurer to oversee club finances
- .To provide a system for support of youth and adult volunteer leaders including:
  - Sharing the responsibilities among club families
  - Ensure that all volunteers in the club who have contact with youth are screened and trained by the UW Educator
  - Help volunteers understand their roles
  - Help volunteers plan and implement learning experiences with members and families

- To maintain communication within the club and between the 4-H club and county, region and state 4-H program including:
  - Setting up processes to disseminate information in the club (based on club needs) and maintain regular contact with UW Educator.
  - Attending training and keeping up-to-date on county, regional, state, and national programs.
  - Reporting requested information and paperwork to the county UW Educator
  - Adhere to the Wyoming 4-H Social Media Guidelines.

**TIME REQUIRED:**

10-15 hours monthly (depends on club size and activities)