



4-H Adult Volunteer Role Description Community Club Leader

General Description:

California 4-H strives to provide healthy and positive environments that help members reach their full potential. The Community Club Leader (CCL) makes everything happen in the Community Club. The CCL provides support and knowledge to organize members and adult volunteers to reach their full potential. They oversee the structure of the club, work alongside members, volunteers and families to ensure that safe environments are maintained, and caring relationships are developed. They create learning opportunities so that members can make decisions, serve others, and practice teamwork and communication skills. Being a Community Club Leader is not easy and performance will not always be perfect, and it is okay to make mistakes. This gives members the example of learning from a mistake and moving forward.

Those who are selected for this role are expected to serve as a representative and partner of the University of California 4-H Youth Development Program. It is recommended that the CCL hold this position for a term of 2 to 3 years while developing their successor. *Optimal Scenario: a team of 3 CCLs with one, two, and three years respectively in the role, jointly managing the functions which ensures that as the senior CCL transitions out, critical knowledge is maintained for effective Club management.*

Key Overarching Duties: (4-H Vision and Values)

- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office to encourage 4-H objectives and enforce 4-H policy.
- A passion to see youth become civic-minded citizens and better leaders.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office to encourage 4-H objectives and enforce 4-H policy.
- Provide overall 4-H club leadership in the context of a strong youth-adult partnership
- Serve as a liaison to your club and larger community regarding the mission, resources, and opportunities available within the 4-H YDP.
- Create an environment where meaningful, impactful educational opportunities exist, and positive youth development principles can be utilized to help members grow into productive adults
- Serve as a liaison to your club and larger community regarding the mission, resources, and opportunities available within the 4-H YDP.



Essential Knowledge, Skills and Abilities (KSA):

- Experience as a 4-H adult volunteer and at least 21 years old, in good standing with their county, who has:
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies
- The ability to lead a team that guides youth ages 5 – 12 while providing opportunities to progressively partner with teens and adults to implement the 4-H Program
- Ability to complete all agreed upon duties and assignments
- Skill and ability to complete required state and local courses for adult volunteers
- Skill and ability to complete the Community Club Leaders Essentials Course offered by the 4-H UCCE Office or the State 4-H Office.
- Ability to complete a minimum of three full program years as an adult volunteer in the California 4-H Youth Development Program
- Visual and auditory ability to supervise youth in all program areas
- Skill and ability to interact verbally with youth in a variety of situations
- Skill and ability to assist youth physically and emotionally in emergency (fire, injury, etc.) situations.
- Skill and ability to present information to large groups of people.
- Ability to function in a variety of environmental conditions (loud, outdoors, indoors with variable lighting, etc.)
- Knowledge and skill (basic) to use current technology communication tools, ie, email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, and Zoom.

*Not every CCL needs to have all the KSAs above. The CCL team as a whole must possess the KSAs.

Essential Functions of the Community Club Leader

- Provide overall 4-H club leadership in the context of a strong youth-adult partnership
- Takes responsibility for enforcing 4-H policy, including ensuring that all adult volunteers have completed the full enrollment and screening process.
- Ensures the physical and emotional safety of members, families, and volunteers at meeting and events.
- Work with members and volunteers to ensure that all tasks required to be a “Club in Good Standing” in accordance with the Program Planning Guide are completed.
- Work with your adult community to identify and implement a set of projects that offer a variety of educational experiences to youth members. Ensure that your project leaders receive training and support over the program year.
- Mentor and coach youth in club leadership positions to ensure they can fulfill their responsibilities in accordance with the club’s operating procedures.
- Work with UCCE 4-H staff to obtain Facility Use Agreements for meetings and events.



- Serve as the communication link between the UCCE office and the club, including informing members, families, and leaders of new and relevant information, such as upcoming events and activities.
- Work with youth in leadership positions and larger membership to review the Club Bylaws or Operating Procedures annually to ensure your Club runs efficiently, and to revise language as necessary in accordance with 4-H policy.
- Keep records and provide incentives and recognition for member and volunteer growth and achievement.
- Identify, develop, manage and support youth and adults with a diverse set of skills, talents and strengths to fill various roles within the club.

Relationships:

The CCL is the center point of a constellation of interactions between:

- 4-H Adult leaders
- UCCE 4-H personnel
- County 4-H Volunteer Management Organization (Council, Management Board, CCL Meetings, etc.)
- Club youth leaders
- Club members
- Members' families
- Community (various organizations, local government, businesses, schools, etc.)

Time required:

This position, depending on the unique aspects of the club (size, new vs. established, etc.), can be a time-consuming role, particularly during the start and end of the program year, and in preparation for fair. It is for this reason that co-leadership and active engagement of club adults in the support of a successful program is strongly recommended.

- Minimum of 6, 1-hour club meetings per year is required (though 8 is recommended), adding time for preparation and cleanup
- Planning with the youth and adult leadership team for approximately 1-3 hours per month
- Managing membership for a minimum of 3 hours per month

Sufficient time for:

- Completion of all required paperwork by prescribed due dates
- Completion of all required online and in-person professional development opportunities
- Delegating and distributing jobs and tasks throughout the club

Length of Commitment

- 1 Year, reviewed annually



Signature of Volunteer

Date

Signature of County 4-H CES or Academic Advisor

Date

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