

**UCCE PLACER COUNTY 4-H  
CIVIC ENGAGEMENT AND COMMUNITY SERVICE  
KEY LEADER ROLE DESCRIPTION**

**General Description**

The Civic Engagement and Community Service (CECS) Key Leader is a 4-H adult volunteer or senior youth member who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in Civic Engagement and Community Service. The CECS Key Leader is responsible for the function of the CECS Program Development Committee and for working with the chairpersons of event/activity committees in the civic engagement and community service area. The Key Leader functions as a critical link between the CECS event/activity committees, the Program Development Board, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

The programs, events and activities under civic engagement and community service may include:

- Educational events
- Community service and service-learning opportunities
- 4-H adult volunteer training in the civic engagement and community service field

**Qualifications:**

- Current 4-H adult volunteer or a senior 4-H member, in good standing, who has:
  - A passion to see youth become civic-minded citizens and better leaders
  - Complete required state and local courses for adult volunteers if applicable

**Essential Knowledge, Skills and Abilities:**

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to assist youth in emergency (fire, injury, etc.,) situations both physically and emotionally.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in civic engagement and community services, including service learning.

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

- Enable a series of learning experiences that allow youth to reach their goals around civic engagement, community service and service learning.
- Create an environment where meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow into productive adults.
- 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 in order to encourage 4-H objectives and enforce 4-H policy.

**Essential Functions of the Leader Role:**

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities or events.
- Mentor youth members to enable them to set and reach goals across the range of possibilities defined by the publication 4-H Steps to Success as it pertains to County-wide participation.
- Listen and respond to the needs of youth as they relate to health and wellbeing, in addition to specific goals.
- Plan and manage meetings using the tools available for adult volunteers. This includes:
  - Ensure that two adult volunteers are present at all meetings. Maintain a 1:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
  - Keep records with regards to attendance, report forms, health history and authorizations, and incidents.
  - Involve junior/teen leaders in meaningful leadership opportunities as appropriate.
  - Plan a sequence of learning experiences so that the activity/event appeals to beginners and more advanced learners.
  - Commitment to complete all agreed upon duties and assignments.

**Relationships**

The CECS Key Leader will be responsible to the 4-H YDP staff and the Program Development Board which also reports to the 4-H Management Board. The CECS Key Leader cooperates with the other Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP, especially those working in civic engagement and community services.

**Term of Appointment**

Key Leaders shall serve a two-year term, with eligibility for reappointment to another two-year term. Volunteers can serve a total of six years on the Board. Applicants will go through an application and selection process, if others do not run for the position the Key Leader can stay for a total of three terms.

*I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Civic Engagement and Community Service Key Leader.*

\_\_\_\_\_  
4-H Civic Engagement and  
Community Service Key Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.