

# **VOLUNTEER JOB DESCRIPTION**

## **4-H Youth Development Program Organizational Unit Volunteer (Community Club Leader)**

(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 Volunteer Management Organization (“VMO”).
- 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, volunteers and members.

### **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 training 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 program, and its mission, core values and policies.
- A knowledge of the community and its resources.
- A commitment to 4-H YDP mission and core values.

### **Duties**

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

- 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 a community service activity and participate in county events and programs.
- Help members and officers evaluate the unit program.

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 person 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 volunteers to plan for the unit.
- Supports volunteers and members as they implement the plans.
- Maintains communications with all members and 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 volunteers.
- Plans for experienced volunteers to choose more complex or responsible leadership positions.

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

- Regular conversation with county 4-H YDP staff.
- Maintaining awareness of county programs and events and sharing this information with the unit.
- Reporting enrollment and other data 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 VMO and other experienced organization volunteers in the county.

## **Time Required**

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

- 10-12 unit meetings per year (approximately 4-6 hours per month).
- Organizing and planning with the leadership team (approximately 1-3 hours per month).
- Attendance at volunteer training meetings per 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.
- Supplies from National 4-H Supply Service.

## **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, renegotiable annually.