



**VENTURA COUNTY 4-H  
ADVENTURE & ENVIRONMENTAL SCIENCE  
KEY LEADER JOB DESCRIPTION**

**General Description**

The Adventure & Environmental Science Key Leader is a 4-H adult volunteer who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in the Adventure & Environmental Science area. The Adventure & Environmental Science Key Leader is responsible for the function of the Adventure & Environmental Science Program Development Committee and for working with the chairpersons of event/activity committees in the Adventure & Environmental Science area. The Key Leader functions as a critical link between the Adventure & Environmental Science event/activity committees, the Adventure & Environmental Science Program Development Committee, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

The programs, events and activities under Adventure & Environmental Science include:

- Project Learning Tree training and promotion
- 4-H Leader Training in the Adventure & Environmental Education field
- Other events pertaining to the Adventure & Environmental Education program

**Objectives**

1. To strengthen the educational quality of the 4-H YDP. Ensure consistent and dynamic educational program in Adventure & Environmental Science.
2. To ensure that programming in Adventure & Environmental Science is aligned and consistent with the UC 4-H YDP Framework.
3. To incorporate and strengthen science, engineering and technology, healthy living, citizenship and leadership in the Adventure & Environmental Science program area.
4. To ensure and maintain effective communication links between project leaders in Adventure & Environmental Science, Adventure & Environmental Science event/activity committees, the Adventure & Environmental Science Program Development Committee, 4-H Program Development Board, 4-H Expansion and Review Committee, 4-H Youth Development Management Board and 4-H YDP staff.
5. To provide specialized leadership and support for Adventure & Environmental Science within the 4-H YDP.
6. To stay informed of new development in the Adventure & Environmental Science area and make adjustments to programs or establish new programs as necessary.





### **Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in the area of Adventure & Environmental Science.
2. Interest and experience in Adventure & Environmental Science education.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Good organizational skills.
8. An understanding of the Program Development Board and Key Leader concepts in the county and the ability to communicate it to others.
9. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

### **Specific Responsibilities**

1. Follow and abide by the Adventure & Environmental Science Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in Adventure & Environmental Science.
3. Develop and oversee the Adventure & Environmental Science program budget approved by the Management Board. Authority to re-budget between line items or change budget as needed given the budget remains within the amount allocated.
4. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled meetings (approximately 3 to 4 per year).
  - a. Help to carry out the responsibilities of the board.
  - b. Serve as an important link between the 4-H Program Development Board and the Adventure & Environmental Science Program Development Committee and the various event/activity committees. Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
  - c. As needed, recommend new Key Leader positions to the Management Board for approval.
5. Serve as the chairperson of the Adventure & Environmental Science Program Development Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates (approximately 4-6 per year), reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Development and implementation of a dynamic Adventure & Environmental Science educational program based on the Key Leader Job Description.





- d. Providing leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in Adventure & Environmental Science to ensure consistent quality programming and adherence to the overall organizational strategic plan.
  - e. Ensure that any fundraising activities to support Adventure & Environmental Science are coordinated with the Resource Development Director and within the confines of the overall fund development plan.
  - f. Special emphasis on Affirmative Action/Outreach.
6. Work closely with the chairpersons of the various event/activity and ad-hoc committees in the Adventure & Environmental Science area.
- a. Recruit and select the chairperson(s) for the committee(s), utilize committee membership lists as much as possible.
  - b. Work with the chairperson(s) of the committee(s) to make sure that members are recruited, timelines and policies are being followed and adhered to and that the committee is functioning so that the educational event or activity is planned, implemented and evaluated.
  - c. Develop, implement and evaluate new activities, special events or project innovations in Adventure & Environmental Science.
  - d. Ensure planning is based on direction from the Program Development Board, Program Development Committee and the program vision and plan.
  - e. Keep the Program Development Committee informed by giving reports as to the committee's plans, what they are doing and how they are functioning.
  - f. Provide support to the committees as needed and as appropriate.
7. Attend scheduled training sessions for Key Leaders.

### **Relationships**

The Key Leader will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Board. The 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 Adventure & Environmental Science. Key Leader orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 8 to 10 hours per month throughout most of the year would be required to do this job well.





**Reimbursement/Compensation**

1. Postage reimbursement for mailings pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
2. Participation in one professional/volunteer development opportunity pertaining to Key Leader work will be paid (subject to funding and approval by the 4-H Management Board).

**Term of Appointment**

Key Leaders shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a one-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Adventure & Environmental Science Key Leader.

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*This document was developed by the State 4-H Office and reviewed by Annette Leeland, Executive Director of the California 4-H Foundation. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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