



**VENTURA COUNTY 4-H  
SHOOTING SPORTS: ARCHERY  
KEY LEADER JOB DESCRIPTION**

**General Description**

The Shooting Sports: Archery 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 Shooting Sports: Archery area. The Shooting Sports: Archery Key Leader is responsible for the function of the Shooting Sports: Archery Program Development Committee and for working with the chairpersons of event/activity committees in the Shooting Sports: Archery area. The Key Leader functions as a critical link between the Shooting Sports: Archery event/activity committees, the Shooting Sports: Archery Program Development Committee, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

The programs, events and activities under Shooting Sports: Archery include:

- Recruit Shooting Sports: Archery Leaders
- Confirm Shooting Sports Leaders' certification in Archery
- Shooting Sports Clinics and Competitions in Archery
- 4-H Leader Training in the Shooting Sports: Archery
- Other events pertaining to the Shooting Sports Program in Archery

**Objectives**

1. To strengthen the educational quality of the 4-H YDP. Ensure consistent and dynamic educational program in Shooting Sports: Archery.
2. To ensure that programming in Shooting Sports: Archery 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 Shooting Sports: Archery program area.
4. To ensure and maintain effective communication links between project leaders in Shooting Sports: Archery, Shooting Sports: Archery event/activity committees, the Shooting Sports: Archery 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 Shooting Sports: Archery within the 4-H YDP.
6. To stay informed of new development in the Shooting Sports: Archery 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 Shooting Sports: Archery.
2. Interest and experience in Shooting Sports: Archery 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 Shooting Sports: Archery Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in Shooting Sports: Archery.
3. Develop and oversee the Shooting Sports: Archery 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 Shooting Sports: Archery 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 Shooting Sports: Archery 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 Shooting Sports: Archery 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 Shooting Sports: Archery to





- ensure consistent quality programming and adherence to the overall organizational strategic plan.
- e. Ensure that any fundraising activities to support Shooting Sports: Archery 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 Shooting Sports: Archery 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 Shooting Sports: Archery.
  - 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 Shooting Sports: Archery Key Leader will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Board. The Shooting Sports: Archery 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 Shooting Sports: Archery. 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 Shooting Sports: Archery 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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