

Ventura County 4-H  
**YOUTH LEADERSHIP KEY LEADER**  
JOB DESCRIPTION

**General Description**

The Youth Leadership Key Leader is generally an experienced 4-H volunteer leader 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 Youth Leadership areas.

The event/activities that come under the Youth Leadership category are:

- County-wide and Organized 4-H Club Youth Leadership programs
- Emerald Star Committee
- Ambassador Program Implementation and Selection Committee
- County Record Book
- Promotion of area, state, and national 4-H Youth Leadership Conferences
- Other Activities/Events/Programs as developed for additional delivery modes (i.e.: Short-term Programs, Special Interest Programs, School Enrichment Programs, Afterschool Education Programs).

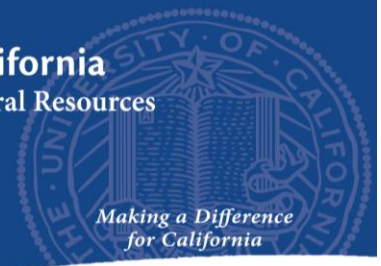
**Objectives**

1. To ensure effective management and operation of the county 4-H programming.
2. To strengthen the educational quality of the 4-H Youth Development Program, especially in the Youth Leadership area.
3. To encourage and empower youth growth and development in the Youth Leadership program area.
4. To incorporate and strengthen citizenship development, leadership development, and life skill development in the Youth Leadership program area.
5. To build and lead a Youth Leadership Committee that supports the program vision and plan.
6. To provide specialized leadership and support for the Youth Leadership area within the 4-H Youth Development Program, including the following key components: a) Coordinate planning and delivery of the 4-H Youth Leadership program; b) Schedule trainings, meetings, tours and service projects; c) Communicate plans with members, parents, instructors, volunteers and 4-H Office; d) Recruit and supervise instructors and volunteers (adults/teens); e) Develop resources such as funding and facilities; f) Promote the 4-H Youth Leadership program;

**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 Youth Leadership program area.
2. Strong interest in Youth Leadership.
3. Strong leadership skills.





4. Ability and enthusiasm to work with youth and adults from a wide range of socio- economic and ethnic backgrounds.
5. Enthusiasm, patience, and understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Organizational ability.
9. An understanding of the 4-H Management Board, Program Development Board, Director, and Key Leader concepts in the county and the ability to communicate it to others.
10. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

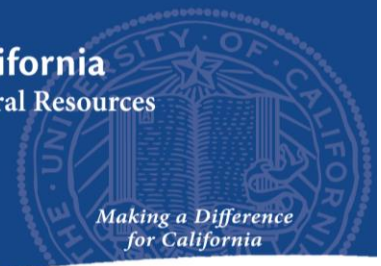
### **Specific Responsibilities**

1. Follow and abide by the Program Development Board Youth Leadership Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in the Youth Leadership program.
3. Youth Leadership Program Development
  - a. Identify the vision for the Youth Leadership Program Development Identify the vision for the Youth Leadership program area (e.g. activities, events, learning outcomes, etc.) in conjunction with 4-H YDP staff.
  - b. Develop and oversee the Youth Leadership program budget approved by the Management Board (Authority to re-budget between line items or change the budget as needed given the budget remains within the amount allocated.)
4. Serve as chairperson of the Youth Leadership Committees (including a general Youth Leadership Committee, Emerald Star Committee, and Ambassador Program).

As chairperson, be responsible for:

5. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas, and other items needed for smooth committee operation.
  - a. Recruitment, selection and orientation of committee members.
  - b. Providing leadership for the development and implementation of a dynamic and educational program in the Youth Leadership project area.
  - c. Development, implementation and evaluation activities, special events, or project innovations in accordance with local and statewide policies and procedures.
  - d. Special emphasis on Affirmative Action/Outreach
6. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled board meeting (out of approximately 3 to 4 per year).
7. Work closely with other Key Leaders on Program Development Board to:
  - a. Identify the annual program vision for the SBC 4-H YDP.
  - b. Develop an annual Program Development Board budget to submit to Management Board.
  - c. Serve as an important link between the Program Development Board and the Youth Leadership Committee.
  - d. Recruit Key Leaders for Program Development Board.
  - e. As needed, select new Key Leaders (selection of Key Leaders will be a coordinated effort between the 4-H YDP staff, 4-H Management Board, and 1-2 Key Leaders).





- f. Meet all local and statewide timelines and policies.
- 8. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
- 9. Work closely with the 4-H YDP staff.
- 10. Attend scheduled orientation, and training sessions for Key Leaders.

**Relationships**

The Key Leader will be responsible to the 4-H Program Development Board and the 4-H YDP staff. The Key Leader cooperates with Management Board Directors and other Key Leaders in the county, as well as other adult volunteers, members, and participants in the 4-H YDP, especially those working in the Youth Leadership areas. 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 an average of 8-16 hours per month throughout the year would be required to do this job well.

**Reimbursement/Compensation**

Participation in one professional/volunteer development opportunity pertaining to Director 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 Adult Leadership Key Leader.

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

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

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