

Volunteer Job Description

4-H Youth Development Program

Resource/Key Leader

General Description

The 4-H YDP Resource/Key Leader:

- Provides specialized leadership and support in one or more project areas by encouraging and guiding leaders to plan and conduct quality project educational project experiences.
- Develops resources for project leaders.
- Conducts project-related events and activities.
- Attends training workshops to keep up to date on new developments and availability of teaching materials in the subject matter area(s).

Qualifications

The 4-H YDP Resource/Key Leader should have the following characteristics:

- An interest in helping the group.
- The ability to communicate with youth and adults.
- Organizational abilities.
- Commitment to 4-H mission and core values.

Duties

The 4-H YDP Resource/Key Leader will perform the following duties:

1. Plan and coordinate county and/or sectional events and activities in the project area.
2. Plan and conduct project 4-H YDP volunteer training sessions.
3. Develop, implement and evaluate new activities, special events or project innovations to keep the project interesting, exciting and relevant to current issues.
4. Identify dates and places of countywide events and activities planned for the 4-H year in the project area.
5. Request funds from the County 4-H VMO to conduct the countywide events and activities.
6. Be available for consultation with project 4-H YDP volunteers throughout the year.
7. Develop and/or make available resources for the project volunteers. Any materials developed or used for project work that are not University of California publications should be reviewed by the appropriate 4-H YDP staff.
8. Maintain communications with 4-H YDP staff, clubs and project leaders to promote the project and its activities.
9. Support the mission and core values of the University of California 4-H YDP.
10. Adhere to University of California policies.

Relationships

The 4-H YDP Resource/Key Leader accomplishes his/her duties by working with:

- Volunteer leaders enrolled in the project.
- The leaders of the unit.
- The county 4-H YDP staff and/or county project volunteer.

Resources Available

The 4-H YDP Resource/Key Leader will receive:

- Project volunteers from the different clubs.
- Other experienced 4-H volunteers and/or resource persons from the community.
- The county 4-H YDP staff in individual consultation and by continual support.
- The county 4-H office to submit articles for the monthly 4-H newsletter to communicate with members and leaders in the county.

Rewards

The 4-H YDP Resource/Key Leader 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, negotiable annually.