

## Position Description

### 4-H PROJECT LEADER

PURPOSE: Provide Leadership/teaching in a specific subject area to a small group of 4-H'ers and assist 4-H'ers to develop life skills

#### RESPONSIBILITIES:

1. Organize the project group (start early; give yourself plenty of time before the fair).
2. Communicate with members and their parents.
3. Arrange for and schedule the project meetings.
4. Conduct/teach project meetings (four to six is usually the minimum).
  - A. Become familiar with purposes of 4-H and the 4-H project.
  - B. Use the 4-H project manual and record book.
  - C. Use hands-on teaching activities and the experiential learning model.
  - D. Use your own knowledge and community resources.
5. Help 4-H'ers prepare exhibit(s) for County Fair or other 4-H exhibit opportunity.
6. Help the 4-H'ers complete their project record book.
7. Attend overall club meetings (occasionally).
8. New Leaders, complete full Kansas 4-H VIP process.
9. Continuing leaders, complete and turn in the Kansas 4-H VIP Annual Renewal Form.

#### TRAINING AND ASSISTANCE:

1. 4-H Club Community Leader.
2. New Leader meetings.
3. 4-H project manual, record books and leaders guides.
4. Other project leaders in your subject area.
5. County/District-wide leaders meetings.
6. Area and State Leaders training sessions.
7. K-State Research and Extension Office.

TIME COMMITMENT: One 4-H year (October - September). Project meetings; at a time, place and frequency as determined by you and the 4-H'ers. Average time per meeting; an hour to an hour and a half. Preparation time (about the same amount as meeting time). Estimated total 25 - 30 hours.

#### BENEFITS:

- ☺ Opportunity to help youth and the community.
- ☺ Opportunity to learn more about the project subject.
- ☺ Get to know and interact positively with young people.
- ☺ Opportunity to contribute the future of the community and its youth.
- ☺ Sense of accomplishment and satisfaction.

#### QUALIFICATIONS:

- Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about subject matter to be lead (taught).
- Ability to organize and coordinate.
- Ability to communicate with youth and adults.
- Kansas 4-H VIP registered