



4-H Administrative Leader (Club Leader) Role Description

Purpose

To provide leadership to the club or group organization.

Create an environment that supports and nurtures sparks of participants, both youth and adults.

To work with youth and adults to offer a positive youth development experience for young people.

Responsibilities

1. Complete the club chartering process with the 4-H program coordinator.
2. Ensure that all adult volunteers have completed the MSU Extension screening process.
3. Ensure that all youth participants have fully enrolled before engaging them in events, activities and meetings.
4. Create and maintain a safe environment that fosters positive youth development.
5. Develop age-appropriate activities to meet the goals of the program or workshop.
6. Ensure the club is expanding access to youth from diverse backgrounds and creating a welcoming environment.
7. Supporting youth voice by involving youth in club decision-making:
 1. Encourage youth/adult partnerships.
 2. Involve youth in teaching or leadership roles.
 3. Meet with the youth leadership team to plan meetings, agendas and educational programs.
8. Share knowledge and skills in mutual areas of interest with youth.
9. Assist youth in becoming beyond ready to be their full, authentic selves, both now and in the future. Help equip youth with skills for the future while meeting them where they are today.
10. Recruit additional adult and youth volunteers, as needed.
11. Engage resource people, as appropriate.
12. Involve parents/caregivers in helping members with projects and club responsibilities.
13. Provide support, resources and guidance to youth and adult volunteers serving in leadership roles.
14. Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects.
15. Keep club members, leaders and parent/caregivers informed of county programs, events and activities, as well as 4-H Youth Development program and land-grant university policies and procedures.
16. Maintain open communication with youth, adult volunteers and parents/caregivers.
17. Serve as the primary contact person between the club and MSU Extension professionals.
18. Comply with annual reporting requirements.



19. Follow financial guidelines as outlined in the 4-H Financial Manual for Volunteers.
20. Communicate with MSU Extension professionals to ensure all university and 4-H Youth Development Program policies, procedures, forms, etc. are completed and followed.
21. Coordinate recognition and appreciation for those engaged in the club.

Qualifications

Adults who are interested in working with youth and other adults.

An appreciation of experiential learning and a desire to help youth learn by doing.

Commitment to providing educational opportunities to diverse groups of youth and adults.

Ability to share decision-making and responsibilities with youth leaders and adult volunteers.

Experience working with teams and creating capacity in others.

Organizational skills.

Enthusiasm, patience and understanding.

Communication skills.

- Written and oral communication skills.
- Willingness to communicate with diverse groups of youth and adults.

Successfully complete the Gold level screening for MSU Extension volunteers.