

VOLUNTEER POSITION DESCRIPTION:

Kentucky 4-H/Youth Development Program
The University of Kentucky Cooperative Extension Service
The University of Kentucky

POSITION TITLE:

4-H Teen Leader

TIME REQUIRED:

The time commitment varies, depending on the Teen Leader's level of involvement with the Community Club Leader, Project Leader, or 4-H Staff. See Project Leader Guidelines—Time Commitment for further guidance.

GENERAL RESPONSIBILITIES:

Members who fulfill a leadership position by sharing their experience with younger members, or serving in a leadership capacity. Teen leaders can be involved in local county, district and state level 4-H activities in a variety of ways.

SPECIFIC RESPONSIBILITIES:

- Enroll annually as a teen leader on enrollment forms.
- Serve as a mentor to younger members.
- Be an active leader.
- Work with leaders to understand duties of a teen leader.
- Communicate with project leader, community club leader and/or 4-H Staff.
- If serving as primary project leader—see project leader job description.
- Follow all 4-H guidelines and policies of the University of Kentucky Cooperative Extension Service and 4-H program.

QUALIFICATIONS:

- Willingness to learn.
- The desire to help others.
- Positive role model.
- Positive attitude.
- Demonstrate patience.
- Effective communication skills.
- Good organizational skills.
- Enjoy working with adults and young people.
- Ability to work cooperatively with younger youth and adults.
- Ability to share decision-making responsibilities with adults and other youth.
- Ability to support another member while he/she seeks to accomplish a task.
- Help build a trusting relationship among members, leaders and 4-H staff.

POTENTIAL PROJECTS FOR TEEN LEADERS:

- Assist adult leaders in teaching specific project skills. Take full or partial leadership for a project. Work with younger youth to complete a project or to feel successful.
- Assume leadership of a short-term project -- a club activity, county event, community service, fundraising, etc.
- Serve as teen representative on a county organized board and committees. (4-H Council, Horse Show Committee, Livestock Program, Small Animal Association, etc.)
- Serve on a State Programming Committee.
- Promote 4-H through newspaper articles, window displays, school newspapers, demonstrations, public speaking, personal visits, etc.

- Assist with record keeping: Maintain club records and/or help members keep records of their 4-H experience. Maintain your own records of 4-H experiences and other activities.
- Organize community service projects as well as social activities.
- Participate in the planning and conducting of workshops at the local, regional, or state level.
- Assist in the training of new club officers.
- Orient new 4-H members and their families.
- Help 4-H members set goals and assist in periodic evaluation to assess their progress.
- Attend teen leader training workshops and re-teach material to clubs in the county.
- Assist at county events — workshops, fair, awards and recognition programs, trainings, horse shows, etc.
- Other teen leader opportunities can be designed to fit the interests and abilities of the individual teen; meet with the adult leader and/or 4-H staff to explore opportunities.

RELATIONSHIPS:

The teen leader accomplishes tasks by working with the Community Club Leader, Members enrolled in the project, project leaders, University of Kentucky Extension 4-H staff, the county 4-H councils and committees.

BENEFITS:

- Appropriate manuals, pamphlets, audio visual aids, newsletters and other resource material will be provided.
- Professionals will be available to consult with volunteers on a one-to-one basis.
- Recognition and awards will be given to volunteers.
- Opportunity to work with youth and provide support and growth experiences.

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky

MENTOR/SUPERVISING PROFESSIONAL:

County Extension Agent for 4-H/Youth Development

Name:

Address:

City, State, Zip:

Phone:

Fax:

E-mail:

“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”

Signature of Volunteer Date

Signature of Extension Professional Date

Adapted by Mark Mains, Kenton County Extension Agent for 4-H/Youth Development, from materials by Janelle Stewart, 4-H Youth Agent, Lenawee County, Michigan

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating. Lexington, KY 40506



Disabilities accommodated with prior notification.