**Tyrrell County 4-H Club Leader Role Description**

**Agency**  NC State Extension

**Position Title** Tyrrell County 4-H Club Leader

**Major objectives** Organize and manage a 4-H club

**Major Responsibilities** -Attend county leader meetings for training and updates

-Develop club activities calendar with youth

-Communicate with Extension Agent and Extension staff

-Recruit 4-H club members

-Coordinate parent volunteers/helpers

-Design and/or schedule educational activities for club meetings

-Advise club members and parents on opportunities available to showcase their projects

-Accompany youth to local, state, and national events

**Qualifications** -Ability to work well with youth and adults

-Organizational skills

-Communication skills, written and verbal

-Time management skills

-Successful completion of the child protection and safety policy screening

-Age 21 or older

**Training and Preparation** -Participate in orientation for new volunteers

-Learn about 4-H opportunities, curriculum, and culture

**Time Requirements** -Meeting and planning time may vary

-Travel/away time may vary depending on member involvement

**Location** Coordinate with Extension office to identify meeting are

**Length of Commitment** Negotiable

**Benefits** • Energized by the rewarding experience of having a positive and lasting impact on young people!

• Part of the local, state and national 4-H team.

• Participate in quality training experiences and have access to 4-H curriculum for youth development.

• Local, state and national recognition as a 4-H leader and volunteer.

I have reviewed this position description with Tyrrell County’s NC State Extension 4-H Agent and accept these responsibilities as presented.

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Volunteer Signature Date

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4-H Agent Signature Date