

East Baton Rouge Parish 4-H Program
4-H ORGANIZATIONAL LEADER
2021-2022 Position Description

TITLE: East Baton Rouge Parish 4-H Organizational Leader

DESCRIPTION: Provides overall leadership to a designated club(s) for the East Baton Rouge 4-H Youth Development Program.

DUTIES AND TASKS:

1. Organize club at the beginning of the school year which includes such tasks as enrolling members, collecting dues, and holding officer elections.
2. Assist 4-H Agents with providing information to parents and 4-H members so that members may select projects that fit their interests and home situations.
3. Attend scheduled monthly 4-H meetings.
4. Meet with club officers prior to each meeting to help plan the agenda and program for the upcoming club meeting. (If club has officers)
5. Assist club and officers in planning activities such as school support projects, community service projects, and club socials for the 4-H/school year.
6. Recruit other volunteers (adults and teens) to serve as activity leaders, and/or project leaders.
 - Activity leader helps with a specific club activity.
 - Project leader agrees to conduct a series of small group lessons to help 4-Hers to complete their projects.
7. Provide necessary information to ensure that activity leaders and project leaders are prepared for their duties and responsibilities.
8. Coordinate necessary transportation (parents, volunteers, etc) to parish contests, events, and/or activities when possible.
9. Keep 4-H Agents and school administrators informed about 4-H club activities.
10. Read monthly "4-H Leader Update", refer to "4-H Leader Handbook", and contact 4-H Agents when questions or situations arise.

COMPETENCIES:

1. Needs to enjoy working with young people in a group and individual setting.
2. Needs the ability to organize other adults to assist as indicated above.
3. Needs to have or be willing to develop a working relationship with school personnel and administration.
4. Previous leadership experience in community organizations is helpful, but not required.
5. *Be willing to have fun and help develop our young people into leaders!*

SUPPORT PERSON:

1. 4-H Agent or experienced 4-H leader. Materials are provided free of charge on club organization, planning, and on 4-H activities and events, as well as consulting services with 4-H Agent or experienced 4-H leader.

TIME:

1. Estimated time required for this position will vary from four (4) to eight (8) hours per month.
2. Commitment is for one year only. (Option to review and renegotiate is available).