VOLUNTEER POSITION DESCRIPTION
Kentucky 4-H Youth Development Program
Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:
4-H Cloverbud Club Leader

TIME REQUIRED / DURATION OF APPOINTMENT:
- One and half hours club meeting from September through May
- Three to four hours planning and preparation time per meeting
- Events may require an additional three to six hours a month
- One year commitment

LOCATION:
Cooperative Extension Service office or other meeting place

GENERAL PURPOSE:
Lead and coordinate and activities of local cloverbud club, recruit members and volunteers for cloverbud club, and organize club activities and events

SPECIFIC RESPONSIBILITIES:
- Work with 4-H agent to coordinate meetings/activities
- Conduct monthly meetings
- Provide leadership to club members and volunteers
- Set up meeting site and times
- Assist in planning activities
- Encourage youth participation and parental involvement
- Be aware of 4-H projects, help members select projects, direct members to help with projects if needed
- Identify community service activities to be involved in
- Provide information and dates of other programs to club members
- Encourage youth to take active roles in their community

QUALIFICATIONS:
- Must complete the volunteer application and screening processes and be accepted as a volunteer by Youth Protection/Risk Management Committee
- Provide own transportation to meeting and activities
• Self starter; be able to work with minimal supervision from professional staff
• Interpersonal communication skills
• A sincere interest in working with extension, volunteer, and parent
• Organizational skills; ability to organize information and materials in a timely manner
• Able to communicate clearly with Extension staff, volunteers, club members, and parents
• Ability to organize information and delegate responsibility
• Independent thinking, requires minimum supervision
• Interest in working with youth and sharing skills with them

**BENEFITS:**
• The opportunity to work with youth and/or adults providing positive support and growth experience
• Receive intrinsic and extrinsic rewards at volunteer recognition events
• Volunteer development opportunities
• Opportunities to share your skills, talents and interests
• Orientation provide by extension staff
• Research shows that volunteering promotes improved health
• Opportunity to make the difference in the life of a child.
• Opportunity to work with youth and see them develop into adulthood
• Improve your leadership, communication, organizational skills
• Professional available to consult on 4-H, youth development issues for conflict resolution
• Strengthen your local community

**SALARY:**
Unsalaried; volunteer. This position does not imply employment with the University of Kentucky

**MENTOR / SUPERVISING PROFESSIONAL:**
Name: Leslie Reynolds
Title: Franklin County 4-H Agent for Youth Development
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“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.”