



VOLUNTEER POSITION DESCRIPTION

4-H Club Manager

GENERAL PURPOSE:

To serve as a liaison between the county Extension office, local 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H club programs. The leader will support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential. To inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

TIME COMMITMENT:

Monthly, typically September through May

Length of service is one year. Must be renewed annually by enrolling in the Texas 4-H program.

LOCATION:

School, Extension office, or other location within county of enrollment.

SUPERVISION:

Extension professional in charge of the 4-H Youth Development Program in the county of enrollment.

SPECIFIC RESPONSIBILITIES:

- Work closely with 4-H club officers and provide leadership for the club. Serve as liaison between club officers, members, and parents with the County Extension office.
- Provide environment that is nurturing, promotes positive self-esteem, decision making, responsibility, and leadership. Be a positive role model.
- Ensure youth assume leadership roles during club meetings.
- Effective in organization, delegation, and communication.
- Coordinate activities with County Extension Agent, as needed.
- Complete charter application annually.
- Follow Texas 4-H Financial Management Best Practices Rules & Guidelines
- File IRS Form 990-N (e-postcard) annually (for clubs with financial resources).
- Communicate regularly with the county Extension office, including regular monthly reports.
- Attend all county training for volunteers.
- Inform County Extension Agent about and help secure needed equipment and facilities.
- Recruit parents and members. Share enrollment information.
- Train and supervise officers and committees.
- Manage executive committee, meetings, and projects.

- Help plan the yearly program with executive committee.
- Involve other adults, leaders, parents, and youth in club projects and activities.
- Publicize 4-H Club activities and results.
- Provide recognition for members and leaders.
- Safeguard and hold confidential any information gained through administrative duties involving supervision of participants or other information identified by the program as being confidential.
- Maintain records of activities and club work.
- Implement rules and best practices for youth protection, including, but not limited to, allergies, disabilities, check-in and check-out procedures, youth/adult ratios, media releases, etc..
- Abide by Texas 4-H Rules & Guidelines.

QUALIFICATIONS REQUIRED:

- Be at least 18 years of age. (Be at least 21 to chaperone overnight activities.)
- Ability to work with youth and adults.
- Apply annually as a volunteer through 4-H enrollment system.
- Pass a criminal background check.
- Submit volunteer application fee.
- Complete required trainings.
- Attend county club manager trainings.
- Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
- Moral standards consistent with the 4-H philosophy.

BENEFITS:

- The opportunity to work with youth and provide positive support and growth experiences
- To develop lifelong friendships with youth, parents and other volunteers
- To develop communication and leadership skills
- To learn organizational and time management skills
- Skills gained to expand career growth and potential
- Gain respect for community needs and civic responsibilities
- Educational training opportunities that will help the volunteer meet the needs of members, advisors and parents
- Resource information including: appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials
- Consultation with Extension professionals
- Recognition

SALARY:

Unsalaries volunteer. This position does not imply employment with the Texas A&M AgriLife Extension Service.

AGREEMENT:

By submitting my volunteer application, I agree that 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. Additionally:

- I am committing to involve individuals in educational experiences regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law 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