



**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**

## 4-H Project Leader Volunteer Position Description



All South Dakota 4-H volunteers must complete the volunteer screening process, background check and training requirements. 4-H volunteers are committed in working in partnership with SDSU Extension to ensure a positive youth development environment and successful 4-H Program. All volunteers will support the positive growth and development of all youth in accordance with Title VI of the Civil Rights Act, Title IX of the Educational Amendments, and the Americans with Disabilities Act of 1990. Volunteers will follow all civil rights policies set forth by the South Dakota Board of Regents, South Dakota State University, and SDSU Extension. 4-H volunteers will follow all guidelines and policies of SDSU Extension, South Dakota 4-H, and county 4-H programs.

### **Purpose:**

- Create opportunities for youth to learn, lead, and serve as they develop project and life skills.
- Support the positive growth and development of each youth involved through project work.
- Involve youth in becoming competent, caring, and connected citizens of character in their community.
- Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

### **Time Required:**

- One 4-H program year, October 1-September 30
- 2-4 hours monthly

### **Qualifications:**

- Active status as a certified volunteer with SDSU Extension and South Dakota 4-H.
- Basic understanding of the subject matter and/or a willingness to learn.
- Firm understanding of SD 4-H program structure, calendar year, and project curriculum.
- The ability to motivate parents and other volunteers to assume leadership roles and work with minimal supervision from SD 4-H professionals.

### **Responsibilities:**

- Conduct yourself in a responsible manner and serve as a positive role model.
- Assist members in selecting developmentally appropriate projects and aide in life skills reflection
- Utilize 4-H Project curriculum (when available) or other research-based resources as the basis for project work.
- Encourage parents to provide proper project support, but not do the work for their youth.

- Assist in supervising completion of projects and all preparation for local achievement days and state fair. Informing members of evaluations and exhibit requirements, dates, exhibit classes, rules, record keeping, demonstrations, and other project activities.
- Identify community resources and connections for project work.
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experience for youth.
- Maintain open communication with club leaders and county 4-H staff.
- Welcome parent and member ideas, interests, and participation at all 4-H activities.
- Provide feedback for members, letting them know when they need to improve and praising for any progress they make.

**This role is ideal for people who have:**

- Enthusiasm, patience, and understanding.
- Strong interpersonal skills, good communicating with youth, parents, and volunteers.
- An interest in teaching and sharing knowledge and skills with youth and adults.
- An ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership.
- An ability to communicate effectively with youth, parents, and other adult volunteers and staff.

**SDSU Extension and South Dakota 4-H agree to:**

- Provide training opportunities that will help volunteer meet the needs of members, leaders, and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters, and other resource materials.
- Have professionals available to listen to leaders' ideas to help improve the 4-H program.
- Provide appropriate recognition and awards to leaders.

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Printed Name

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Signature

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Date

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