



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

4-H Cloverbud 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:

- Guide and support Cloverbud members (age 5, 6 and 7) by providing developmentally appropriate learning opportunities.
- Provide positive youth development experiences for all members, creating an environment of cooperation, not competition.
- Serve as a liaison between the county 4-H office/SDSU Extension 4-H Youth Program Advisor and the Cloverbud members, their parents, and other volunteers regarding Cloverbud activities.

Time Required:

- One 4-H program year, October 1-September 30
- 2-6 hours monthly

Qualifications:

- Active status as a certified volunteer with SDSU Extension and South Dakota 4-H.
- Firm understanding of SD 4-H program and SD Cloverbud Program structure, philosophy, guidelines, policies, etc.
- The ability to work with minimal supervision from SD 4-H professionals.
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership.

Responsibilities:

- Conduct yourself in a responsible manner and serve as a positive role model.
- Serve as the primary contact person for the Cloverbud Program with county 4-H staff, initiating in regular communication with county SDSU Extension 4-H Youth Program Advisor and 4-H staff.
- Set-up communication processes to share information among Cloverbud families and volunteers.
- Commit to young people and their growth in all areas, being sensitive to their individual abilities and needs.

- Recruit and coordinate a team of adult volunteers and supporters to plan Cloverbud activities
- Identify community resource contacts for Cloverbud educational programs. Help plan and implement learning experiences with members and families.
- Participate in volunteer development opportunities and encourage others to participate as well.
- Be aware of all 4-H project areas, help members select projects, and encourage parents to support their child's project work.
- Welcome parents ideas, activity, and project assistance, cooperation, support, and attendance at 4-H activities.
- Provide interesting learning opportunities and activities for 5, 6 and 7 year olds. Give immediate, positive feedback in response to their involvement in the activity.
- Create a nurturing environment based on cooperation, not competition.
- Learn about the developmental needs of 5, 6 and 7 year olds and apply the information to the choice and delivery of learning opportunities.
- Assist graduating Cloverbuds with enrollment transition to the local 4-H program.
- Work with local clubs to coordinate Cloverbud activities with other club activities.

This role is ideal for people who have:

- An interest in teaching and sharing knowledge and skills with youth and adults.
- An interest in working with other volunteers and professional staff.
- Excellent written and oral communication skills.
- Strong organizational skills.
- An ability to communicate effectively with youth, parents, and other adult volunteers and staff.
- The ability to delegate responsibility.

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 Cloverbud program.
- Provide appropriate recognition and awards to leaders.

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| Printed Name | Signature | Date |
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