



Volunteer Position Description

Club Leader

All South Dakota 4-H volunteers must complete the volunteer screening process, background check and training requirements. 4-H volunteers are committed to 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:

- To work with youth and adults to offer a positive youth development experience for young people.
- Create an environment that supports and nurtures Sparks of participants both youth and adult.
- To provide leadership to club or group organizations by serving as a liaison between county 4-H Office, 4-H Members, their parents, and other volunteers regarding local 4-H club activities

Time Required:

- Requires a minimum of one-year commitment (October - September – approximately 4-6 hours monthly (dependent on club size and activities)).

Qualifications:

- Active status as a certified volunteer with SDSU Extension and South Dakota 4-H.
- Adults who are interested in working with youth and other adults.
- An appreciation of experiential learning and a desire to help youth learn by doing.
- Commitment to providing educational opportunities to diverse groups of youth and adults.
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers.
- Experience working with teams and creating capacity in others.
- Organizational skills.
- Enthusiasm, patience, and understanding.
- Communication skills
- Written and oral communication skills.
- Willingness to communicate with diverse groups of youth and adults.

This role is ideal for people who have:

- An interest in teaching and sharing knowledge and skills with youth.
- Firm understanding of SD 4-H program structure, calendar year, guidelines, policies, etc.

- An interest in working with other volunteers and professional staff.
- An ability to communicate effectively with youth, parents, and other adult volunteers and staff.
- An ability to organize and motivate youth with nurturing positive youth development, decision making, responsibility, and leadership.

Responsibilities:

- Create and maintain a safe environment that fosters positive youth development.
- Develop age-appropriate activities to meet the youth within the club environment.
- Ensure the club is expanding access to youth from various backgrounds and creating a welcoming environment.
- Supporting youth voice by involving youth in club decision-making
 - Encourage youth/adult partnerships
 - Involve youth in teaching or leadership roles.
 - Meet with the youth leadership team to plan meetings, agendas, and educational programs.
- Assist youth to be beyond ready to be their full, authentic selves both now and in the future. Help equip youth with skills for the future while meeting them where they are today.
- Recruit additional adult and youth volunteers and resource people as needed.
- Involve parents/caregivers in helping members with projects and club responsibilities.
- Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles.
- Work with the community to build understanding and support of 4-H, as well as assist the community with the development of service projects.
- Keep club members, leaders, and parent/caregivers informed of county programs, events and activities, as well as South Dakota 4-H and South Dakota State University policies and procedures.
- Communicate appreciation to and recognition of the people who have contributed to the club's success.
- Maintain open communication with youth, adult volunteers, and parents/caregivers.
- Serve as the primary contact person between the club and the Extension professionals.
- Complete and submit annual charter renewal by deadline, including a financial report.
- Participate in volunteer development opportunities and encourage others to participate as well.

Benefits

- Personal skill development through supporting youth and contributing to the 4-H organization, including: acquiring leadership, strengthening communication skills, and gaining confidence.
- The opportunity to directly work with youth and observe them succeeding.
- Opportunity to build new relationships and strengthen community ties.
- Satisfaction of contributing to positive development of youth, families, and community
- Develop strategies to teach and lead effective meetings.
- Gain technical skills that are transferable to professional work environments.

SDSU Extension and South Dakota 4-H Agree to:

- Provide training opportunities and resources to help volunteer meet their needs.
- 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.

Printed Name

Signature

Date

First Adopted October 1, 2020

*Revised June 1, 2025**

**Based on the North Central Region 4-H Volunteer Impact Study conducted by the NCR Volunteer Extension Specialists and Evaluation specialists from MN and WI in January of 2024.*

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