

Marshall County 4-H Volunteer Position Description

Position Title: Project Group Leader

Purpose of Position:

- ▶ Organize and conduct a project group.
- ▶ Teach specific skills pertaining to project.
- ▶ Provide opportunity for youth to learn and develop core life skills that will help them complete their project.
- ▶ Encourage members to participate in 4-H opportunities to showcase their completed project work, such as portfolios, Project Achievement Day, County Fair exhibits, etc.

Responsibilities:

- ▶ Teach 6 monthly project sessions
- ▶ Prepare a project group plan with assistance from the 4-H agent and other volunteers involved.
- ▶ Participate in volunteer training opportunities as offered.
- ▶ Determine project group schedule with assistance from the 4-H agent.
- ▶ Prepare materials needed for meetings/workshops.
- ▶ Encourage members to participate in project events and activities.
- ▶ Encourage parental support and participation in events and activities.
- ▶ Communicate with 4-H Agent regarding enrollment, project materials, events, member's progress, and involving other volunteers in the project group.
- ▶ Provide positive feedback to members, letting them know when they are doing a good job and advising how they can improve.
- ▶ Recognize and celebrate member progress.
- ▶ At the end of the year, evaluate progress and accomplishments with 4-H agent.
- ▶ Be informed of 4-H events and activities and the opportunities available for youth, especially as they relate to their project by reading county 4-H newsletter, web site and literature from the county Extension office. Keep members, parents and other volunteers informed.
- ▶ Follow all 4-H guidelines and policies of the University of Tennessee, Extension and the 4-H Youth Development Department (county, region and state).
- ▶ Project group leaders are encouraged to recruit and involve other volunteers (youth and adults) to help with meeting preparation, implementation, evaluation and celebration.

Time Commitment

- ▶ Allow approximately 1.5 - 2 hours per meeting
- ▶ 2.5 hours planning meeting with a 4-H agent
- ▶ Meeting frequency will be determined by the volunteer- stand alone workshop; recurring series: weekly or monthly.

Qualifications:

- ▶ Project knowledge and experience in respective project area
- ▶ Work with minimal supervision.
- ▶ Ability and desire to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership.
- ▶ A sincere interest in sharing knowledge, experiences and skills with youth and adults in an informal educational setting.
- ▶ Ability to organize information, materials and delegate responsibility.
- ▶ Ability to work and communicate effectively both in verbal and written form.
- ▶ Willingness to learn and work under the philosophy and guidelines of the University of Tennessee, 4-H Youth Development Program at all levels (county, region, and state).

- ▶ Access to e-mail and internet

Requirements:

- ▶ Must complete the Volunteer Application process, be approved by the County Extension Office.
- ▶ Attend 4-H volunteer training sessions, and project group planning session.
- ▶ Be committed to youth and all areas of their development (sensitive to their abilities and needs) and the safety of everyone.
- ▶ Must adhere to 4-H rules and procedures.

Length of Appointment:

To Be Determined; Project group leaders must commit to minimum of 5 sessions.

University of Tennessee, Extension, 4-H Youth Development agrees to:

- ▶ Provide training opportunities that will help volunteer leaders meet the needs of members. (county, regional and state)
- ▶ Provide resource materials for each project session
- ▶ Have professionals to consult and assist volunteers and agents with project subject matter.
- ▶ Provide leader liability coverage for registered volunteers.

Benefits:

- ▶ Opportunity to work with youth and make a difference.
- ▶ Develop friendships with families statewide.
- ▶ Gain knowledge and skills in the specific subject matter.
- ▶ Networking with other participants across the state and nation.
- ▶ Expenses incurred and miles driven are tax deductible.
- ▶ Great investment of your time and effort.... an investment in the future.

Contact information:

Ben Jordan
4-H Youth Development Agent
UT Extension Marshall County
931-359-1929
bjorda15@utk.edu
marshall.tennessee.edu

Contact information:

Terri Orr
4-H Youth Development/Family
and Consumer Sciences Agent
UT Extension Marshall County
931-359-1929
terorr@utk.edu
marshall.tennessee.edu



Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.