NAME OF PROGRAM: Prince George’s County 4-H Program

TITLE OF THE JOB: 4-H Activity Leader

PURPOSE: To provide leadership for a particular program or event. Your role will be to organize a community or county-wide activity in which youth from a designated area may participate. The activity may be either independent or in support of a local 4-H club.

MAJOR RESPONSIBILITIES:

1. Plan, organize and implement the activity in a safe environment.
2. Recruit other volunteers to assist with the activity.
3. Coordinate activity with other 4-H Club Leaders as appropriate.
4. Recruit youth as participants, if necessary.
5. Assist and encourage youth and other adults as necessary.
6. Encourage youth to participate in other events supporting the activity.
7. Publicize the results.
8. Support Affirmative Action efforts of the 4-H Program.
10. Communicate with the 4-H Club Organization Leader(s).

JOB SITE: Prince George’s County, Community-Based

QUALIFICATIONS: An Activity Leader needs to have a general knowledge and/or interest in conducting the activity. Also, the leader must have an interest in working with and motivating youth and adults.

ESTIMATED TIME REQUIREMENTS: The time commitment is flexible. Generally, it is short term: 6-12 hours distributed over a 4-8 week period. Activities range from a ½ day to several days in duration. One to two hours may be required for initial orientation. In addition, you may attend leader training workshops at the County level as needed.
TENURE: One year, renewable option

SUPERVISION: County Extension Faculty/Staff, 4-H and Youth and 4-H Club Organizational leader or other key volunteer

AFFIRMATIVE ACTION: University of Maryland Extension programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.

TRAINING: 4-H Faculty will provide:
- Leadership training
- Leader manuals for projects
- Project books for youth
- Resource materials including projects, films and books as requested and available
- County-wide activities which support 4-H project work (fair, contests, camp, etc.).
- Monthly newsletters

BENEFITS: Scholarships available for State and Regional Trainings.

An educational opportunity to develop and apply managerial skills in support of the county-wide 4-H Program.

CONTACT PERSON: 4-H Office Coordinator
Prince George's County
6707 Groveton Drive, Clinton, MD 20735
301-868-9636-ofc/301-599-6714-fax

DATE: January 7, 2010

Volunteer Signature: __________________________ Date: __________________________

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