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

TITLE OF THE JOB: 4-H Club Organization Coordinator or Leader

PURPOSE: To provide leadership for young people who want to be involved in an organized 4-H Club Program. This includes offering youth opportunities and guidance to grow through small group activities in selected 4-H project areas. A Club Leader may additionally encourage youth to take advantage of the fun and learning experiences that the County 4-H Program offers.

MAJOR RESPONSIBILITIES:
1. Understand where to get enrollment materials and how to enroll young people & volunteers in 4-H.
2. Lead club members in the election of officers.
3. Advise officers in conducting meetings.
4. Help members plan a yearly club program.
5. Keep 4-H'ers informed about County 4-H events.
6. Work with club activity and project leaders.
7. Assist in obtaining, screening, appointing and utilizing project and activity leaders for the club.
8. Support Affirmative Action efforts of the 4-H Program.
9. Maintain club records and fiscal reporting system to county office.
10. Communicate regularly with the County 4-H Office.

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

QUALIFICATIONS: The 4-H Club Leader should have a desire to be involved in an informal educational program, which includes youth & volunteer development, communication skills, creative thinking and common sense.

ESTIMATED TIME
REQUIREMENTS: The time commitment is flexible, depending on the number of times the 4-H club meets and the number of activities a club is involved in. Generally, it is two to three hours every week, bi-weekly or monthly. One to two hours is required for initial orientation and periodic leader workshops may be attended as needed at the County level.

TENURE: One year

SUPERVISION: County Extension Representative 4-H and Youth

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 Representative will provide:
- Leadership training
- Program and resource materials including projects, films, slides and books as requested and available.
- Newsletters to leaders and club members.
- County-wide activities which are open to all 4-H participants (camp, fair, communication workshops, etc.).

BENEFITS: Scholarships for State and Regional Trainings. Opportunity to develop and apply managerial skills in

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

DATE: January 7, 2010

Volunteer Signature: ________________________ Date: ________________________

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