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

TITLE OF THE JOB: 4-H Project Leader

PURPOSE: To provide leadership in a specific subject area. Your role will be to teach or coordinate others in the instruction of youth involved in a specific 4-H project. The project taught may either be an independent project or in support of a local 4-H club project.

MAJOR RESPONSIBILITIES:

1. Plan, organize and implement the project.
2. Teach project or recruit others to teach.
3. Coordinate project workshop with local 4-H Club Leaders as appropriate.
4. Recruit youth as participants, if necessary.
5. Assist and encourage youth and other adults as needed.
6. Encourage youth to participate in County events supporting the project.
7. Support Affirmative Action efforts of the 4-H Program.
8. Maintain records on the project.
9. Communicate with the 4-H Organization Leader(s).

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

QUALIFICATIONS: The 4-H Project Leader needs to have a general knowledge of a specific area (examples: rabbits, clothing, and nutrition). Also, the leader must have an interest in working with and motivating youth and adults.

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

SUPERVISION: County Extension Faculty, 4-H and Youth or program assistant and key middle management volunteer or volunteer coordinator.

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/Staff 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 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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