



## POSITION DESCRIPTION

**Name of Program:** Baltimore City 4-H Youth Development

**Title of the Job:** **4-H Club Organizational Leader**

To provide leadership for young people who want to be involved in an organized 4-H Club Power of Initiative Program. This includes offering youth opportunities and guidance to grow through small group activities in selected 4-H project areas. An Organizational Leader may also encourage youth to take advantage of the fun and learning experiences that the City, Regional, and State 4-H Programs offer.

### **Major Responsibilities:**

1. Understand how to enroll youth and volunteers in Maryland 4-H.
2. Provide a minimum of 6 club meetings per year for at least 5 members.
3. Lead club members in the election of officers.
4. Provide opportunities for officers training.
5. Promote 4-H to the community and state.
6. Plan a yearly club program, implement and evaluate club plan.
7. Inform 4-H'ers about club, city, regional, and state 4-H learning experiences.
8. Provide appropriate supervision for club members during club meetings.
9. Assist in recruiting, screening, appointment, training and evaluating volunteers for club and citywide activities and programs.
10. Maintain club records (if appropriate) and submit upon request to 4-H office.
11. Provide transportation as needed (with appropriate documentation for permission to transport) club members and volunteers to city, regional, or state learning experiences.
12. Support 4-H fundraising efforts for city, regional, or state 4-H programs.
13. Communicate regularly with city 4-H office, (410) 856-1850, 6615 Reisterstown Road Suite 201, Baltimore, Maryland 21215
14. Provide recognition for 4-H members and volunteers.
15. Support Affirmative Action efforts of the 4-H program.
16. Participation in other learning experiences that support the mission of the University of Maryland Extension 4-H Youth Development Program.

**Job Site:** Baltimore City, community-based, with travel to other parts of Maryland, D.C., and other states as part of youth/volunteer learning experiences.

**Qualifications:** The 4-H Club Organizational Leader should have a desire to be involved in an informal educational program, which includes youth development, communication and organizational 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 learning experiences 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 City or State level.

**Tenure:** One year, renewable option

**Supervision:** City Extension Faculty, 4-H Youth Development

**Affirmative Action:**

To assist with providing 4-H activities to all eligible persons regardless of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

**Training:**

4-H Faculty will provide:

- Leadership training
- Program and resource materials
- Citywide learning experiences which are open to all 4-H participants
- UME-Baltimore City - Baltimore City Newspaper, bi-monthly

**Benefits:**

Scholarships may be available for City, Regional, and State Trainings. An educational opportunity to develop and apply managerial skills in support of the UME - Baltimore City 4-H Program

**I understand and agree to abide by the philosophies of Extension and to fulfill the volunteer responsibilities described previously to the best of my ability.**

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**Signature**

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**Date**