

# Volunteer Leader Description

## 4-H Project Group Leader

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### Position: Project Group Leader

**Objective:** To organize and conduct a subject matter project group. A project group consist of 4 or more students with common interests who meet for a minimum of three times.

To increase the number of 4-H members completing their project.

#### Duties and Responsibilities:

- Select 4-H project area or cluster of project topics in which leader has an interest.
- Set dates, times and location for project sessions based on leader's calendar.
- Inform club members, leaders, and parents of the availability of a project group.
- Plan and conduct sessions, which may include hands-on lessons, field trips, service learning projects, demonstrations, games, fun activity, etc.
- Be familiar with local, county, district & state events & activities supporting project.
- Keep project group members and families informed of project opportunities.
- Utilize youth members in planning subsequent project sessions.
- Record and report project club membership & participation on forms provided.
- Encourage and assist 4-H members in completing project materials, achievement project portfolios, Academic Conference & Honor Club applications, etc. as applies
- Serve as liaison between project group and Extension staff.
- Recruit, encourage and enlist additional leaders, both teen and adult, when needed.
- Promote 4-H within the community.
- Request training help or other assistance as needed.
- Conduct should model the Six Pillars of Character, trustworthiness, respect, responsibility, fairness, caring and citizenship.

#### Resources:

- Extension Staff, youth development agents, and meeting space when available.
- Leader trainings one-on-one or group training conferences.
- University of Tennessee and Tennessee State University publications, including 4-H specialists and staff.
- Super Enrollment database for maintaining addresses and record of participation.
- Provide leader liability coverage for certified volunteers. All volunteers must be certified.



## Time Commitment:

- Flexible, with a minimum of three sessions planned for 1 or more hours each.
- Preparation time, also flexible as determined by session plans, training needed, and knowledge of subject.
- Leaders will serve for one year with the understanding that if local leaders and extension staff agree, he/she may continue serving in this position.

## Additional Requirements

- All volunteers with youth in Overton County must become Level 3 UTIA certified volunteers:
  - Complete Sections 1, 2, 3 (Pages 1 and 2), 4, and 5 of our application.
  - View Online Orientation Module.
  - Participate in a Child Protection Training every 2 years.
  - Sign the Tennessee Law on Mandatory Reporting of Child Abuse.
  - Receive any additional training as needed.

## Largest Project Area Needs

After looking at last year's program information, these are our biggest areas that we need volunteer assistance on!

### Creative Arts and Design Project

**Description:** In the 4-H creative arts & design project youth will learn to express creativity through art, crafts, and interior design.

**Location:** Livingston and Rickman Areas

### Clothing and Textiles Project

**Description:** This project will help youth acquire the skills and knowledge necessary to plan, select, make, assemble, and care for suitable clothing for work, school and social events.

**Location:** Livingston and Rickman Areas

### Companion Animals Project

**Description:** This project teaches 4-H'ers about the selection and care of a companion animal; the maintenance and production of companion animals; the responsibilities of having a companion animal; the importance of keeping accurate records; and the importance of citizenship, sportsmanship, and cooperation.

**Location:** Livingston, Hilham, Wilson, and Rickman Areas

### Horse Project

**Description:** This is part of the Animal Science project. The program will allow youth to develop horsemanship skills. Teach skills through educational activities such as horse judging, horse bowls, hippology, speech, and demonstration contests.

**Location:** Livingston, Rickman, Wilson, and Allons Areas

### Computers and Technology Projects

**Description:** In this project, you will learn to interact with computers and technologies to explore the world of coding, information systems, GPS/GIS, robotics, media production, and more!

**Location:** Livingston Area, Rickman, Hilham, and Allons Areas