

Volunteer Leader Description

4-H CloverBud Leader

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Overton

Position: CloverBud Leader

Objective: To organize and conduct a CloverBud club. A CloverBud club consists of at least 5 members who are in grades K-3. It is an activity driven, non-competitive pre-4-H group meeting that meets monthly or twice monthly.

Duties and Responsibilities:

- Set dates, times and location for club meetings based on leader's calendar.
- Market Clover Bud group to potential members, leaders, and parents.
- Plan and conduct sessions, which may include hands-on lessons, field trips, service learning projects, demonstrations, games, fun activity, etc.
- Record and report membership and participation on forms provided.
- Serve as liaison between club 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:

- 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, they may continue serving in this position.
- Within 12 months, leaders may serve up to 20 hours per club with approximately 2 hours of training.



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