

Volunteer Leader Description

4-H Home School Club Leader

Alyssa Anderson and Nicole Marrero • 931-823-2735 • aande107@tnstate.edu or nmarrero@utk.edu • overton.tennessee.edu

Position: Home School Club Leader

Objective: To organize and conduct a minimum of one 4-H Club throughout one school year which will help youth meet their potential and develop new skills and attitudes.

Duties and Responsibilities:

- Utilize program materials provided to conduct 5 home school club meetings.
- Set dates, times and location for project sessions based on your calendar.
- Inform club members, leaders, and parents of the availability of the club.
- Ensure that club officers are elected and that these officers conduct the business of the club effectively and correctly.
- Be familiar with local, county, district & state events & activities supporting project.
- Provide encouragement to 4-H club members and their parents.
- Be prepared for each upcoming meeting by being in contact with agents.
- Record and report project club membership & participation on forms provided.
- Serve as liaison between project group and Extension staff.
- Recruit, encourage, and enlist 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:

- Lesson box each month that follows along with in school clubs.
- Ribbons for contests conducted at your meeting.
- 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.
- Leader must meet a minimum of 5 times per year.
- 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 (University of Tennessee Institute of Agriculture) 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.