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## JOB DESCRIPTION

### COUNTY 4-H PROJECT LEADER

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#### Candidate Description:

- ◆ A members of a county 4-H Project Committee  
*Adult Volunteer (4-H parent, grandparent, community member)*  
*Youth Volunteer (Teen enrolled in a youth project leader role)*

#### Qualifications

- ◆ Have a genuine interest in helping 4-H members “learn by doing.”
- ◆ Be willing to learn with project group members. Expertise is not a requirement.
- ◆ Complete the 4-H Volunteer Screening process (including Youth Protection Training). Youth volunteers enrolled as 4-H members are exempt from screening until they reach the age of 18.

#### Time Required:

- ◆ Annual training session with the county 4-H staff as available.
- ◆ 2-6 club project workshops annually—each 60-120 minutes in length.

#### Responsibilities:

- ◆ Coordinate and conduct county project workshops, tours, and/or field trips.
- ◆ Help older members practice leadership skills.
- ◆ Encourage new youth leaders in the project area.
- ◆ Inform members of additional opportunities (at the county, state, or national level) which might enhance the project experience.
- ◆ Participate in learning and keep up-to-date in project subject matter.
- ◆ Provide informal project support (via telephone, email, or in-person) to project group members.

**Support:** UWEX Staff, local 4-H club project leaders (youth and adult)

**Resources:** Project leader manuals are available in most project areas. Contact the Extension office to secure a copy of the guide most appropriate for you. Additional support materials are also available in the Extension office. Outside of UWEX, you may rely on library sources, community experts, etc.

