

Cornell Cooperative Extension Association of Essex County Volunteer Position Description

Title: 4-H Club, Independent, and Family Leader/Volunteer (*Please note that 'clubs' will be used in reference to traditional, family and independent groups.)

Description of Project and/or purpose of position: To lead and/or assist 4-H members in project work, activities, club participation and countywide event/fundraisers.

Responsibilities: (Please check appropriate bullet statements)

- Maintain/update all 4-member's enrollment and project records, code of conduct and health records.
- Oversee club meeting agendas and activities
- Responsible for communicating with CCE 4-H Office of Essex County
- Oversee and responsible for club treasurer and secretary reporting
- Responsible for keeping club members and volunteers updated in their paperwork
- Over seeing other volunteers in their club
- Responsible for adhering to all 4-H Club by-laws
- Responsible to adhering to the 4-H Volunteer Code of Conduct
- Responsible in communicating to organizational leader regarding specific activity, project, event or fundraiser
- All clubs are responsible for designated one adult as the club's organizational leader
- All club will have a club name that represents all 4-H members in that club

Anticipated Audience: Youth ages 5 to 19 years as of January 1st of current 4-H Year.

Expected Outcomes (Results):

- All enrolled 4-H Members of Essex County will submit to the CCE 4-H Office a Project Summary Report
- Monthly secretary reports will be submitted to CCE 4-H Office
- End of 4-H year financial statement/report will be submitted to CCE 4-H Office
- Club members and volunteers will participate in Essex County 4-H events and fundraisers
- A club representative is responsible to informing club members and volunteers of information in current Town and Country

Training and Support:

- Each club is responsible for one adult representative attending a minimum of five Leader's Association Meetings.
- Each club is responsible for one adult to attend annual mandatory leader orientation meeting.
- Each club is responsible for bringing current 4-H Curricula to club members through the attending of specific topic training and or burrowing or purchasing 4-H Curricula through the 4-H Office.
- One adult per club must be trained in CPR and First Aid.

Reporting:

- Overseeing completion and turning in to CCE 4-H Office club secretary and treasurer reports
- Overseeing the completion of re-enrollment and enrollment forms for members and volunteers
- Overseeing the proper completion and reporting to CCE 4-H Office project summary reports, incident/accident reports and grievance.

Time Commitment:

- One business meeting per month
- Minimum of attending 5 Leader Association Meetings for current 4-H Year
- Time commitment from October 1st-September 30th of current 4-H Year.

Qualifications: Willingness to work conjunctively with Cornell Cooperative Extension of Essex County 4-H Educators, staff, 4-H members/volunteer and or other stake holders/members.

Level of Background screening required: (All Club Volunteers)

- Reference Check
- Yearly Department of Motor Vehicle (DMV) Check-with the responsibility of volunteers to report any changes in their driving records during the current 4-H Year.