4-H Teen Leader Position Description

VOLUNTEER POSITION DESCRIPTION
Kent County 4-H Program
Michigan State University Extension

POSITION TITLE:
4-H Teen Leader

TIME REQUIRED:
The time commitment varies, depending on the Teen Leader’s level of involvement with the 4-H Club Leader or 4-H Staff. Teen leader will make an appropriate commitment during the application process.

GENERAL RESPONSIBILITIES:
Members who fulfill a leadership position by sharing their experience with younger members, or serving in a leadership capacity. Teen leaders can be involved in county, district and state level 4-H activities in a variety of ways.

SPECIFIC RESPONSIBILITIES:
• Enroll annually as a teen leader on enrollment forms.
• Complete Teen Leader application with the help of an adult 4-H volunteer.
• Be an active leader.
• Serve as a mentor to younger members.
• Communicate with project leader, community club leader and/or 4-H Staff.
• Follow all 4-H guidelines and policies of the Michigan State University Extension and Kent County 4-H program.

QUALIFICATIONS:
• Willingness to learn.
• The desire to help others.
• Positive role model.
• Positive attitude.
• Demonstrate patience.
• Effective communication skills.
• Good organizational skills.
• Enjoy working with adults and young people.
• Ability to work cooperatively with younger youth and adults.
• Ability to share decision-making responsibilities with adults and other youth.
• Ability to support another member while he/she seeks to accomplish a task.
• Help build a trusting relationship among members, leaders and 4-H staff.
POTENTIAL PROJECTS FOR TEEN LEADERS:

• Assist adult leaders in teaching specific project skills. Take full or partial leadership for a project. Work with younger youth to complete a project or to feel successful.
• Assume leadership of a short-term project -- a club activity, county event, community service, fundraising, etc.
• Serve as teen representative on a county organized board and committees. (4-H Council, 4-H Developmental Committees, etc.)
• Serve on a State Programming Committee.
• Promote 4-H through newspaper articles, window displays, school newspapers, demonstrations, public speaking, personal visits, etc.
• Assist with record keeping: Maintain club records and/or help members keep records of their 4-H experience. Maintain your own records of 4-H experiences and other activities.
• Organize community service projects as well as social activities.
• Participate in the planning and conducting of workshops at the local, regional, or state level.
• Assist in the training of new club officers.
• Orient new 4-H members and their families.
• Help 4-H members set goals and assist in periodic evaluation to assess their progress.
• Attend teen leader training workshops and re-teach material to clubs in the county.
• Assist at county events — workshops, fair, awards and recognition programs, trainings, horse shows, etc.
• Other teen leader opportunities can be designed to fit the interests and abilities of the individual teen; meet with the adult leader and/or 4-H staff to explore opportunities.

RELATIONSHIPS & NETWORKING:
The teen leader accomplishes tasks by working with the Community Club Leader, Members enrolled in the project, project leaders, MSU Extension staff, the county 4-H councils and committees.

BENEFITS:

• Appropriate manuals, pamphlets, audio visual aids, newsletters and other resource material will be provided.
• Professionals will be available to consult with volunteers on a one-to-one basis.
• Recognition and awards will be given to volunteers.
• Opportunity to work with youth and provide support and growth experiences.

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Position description adapted from “4-H Teen Leader Position Description from The University of Kentucky Cooperative Extension Service.”