Position Title: Club Contact Leader

Supervision: Directly responsible to OSU Extension agent for 4-H Youth Development in Clackamas County.

Purpose of position: To provide leadership to the organization and operation of a 4-H project or community club with the responsibility of helping boys and girls learn through involvement in a club with one or more projects.

Benefits of the position: Fun working with members, parents, and other 4-H leaders. Opportunity to enhance organizational, communication, and conflict management skills.

Major duties/responsibilities: (may be delegated)
1. Organize or reorganize the club.
2. Assure that club membership is open to all who are interested in the club without discrimination (leaders can limit the number of members in club).
3. See that member recruitment, enrollment, and re-enrollment is completed. **Turn enrollments in to the Extension office.**
4. Recruit additional 4-H project leaders when needed.
5. Encourage older youth to become involved in the junior leader and/or teen leader projects.
6. Work with the club and club officers to establish club goals.
7. Provide a learning and fun environment for club meetings.
8. Explain 4-H and Extension objectives to members and parents of the club.
9. Work with club officers to schedule, plan, and conduct club meetings.
10. Coordinate club meetings and activities.
11. Recognize and encourage all members.
12. Keep accurate financial records. **Turn in financial reports to Extension office at the end of the club year.**
13. Provide encouragement and information for members and project leaders to participate in county, regional, state, and national opportunities.
14. Order and distribute materials needed by youth and leaders.
15. Keep parents informed and provide opportunities for them to assist with various aspects of the 4-H program.
16. Encourage club involvement in community service activities.
17. Serve as liaison with county Extension staff, including adhering to deadlines, completing forms, getting correct materials, and passing information to members, members’ families, and other club leaders.
18. As appropriate, participate in 4-H Leaders' Association on planning committees, advisory committees, and other groups.
19. Attend or sent a representative to fair entry meetings where required (check newsletter), and to the All Leader Meeting for County Fair packets in June.

Qualifications/requirements of the position:
• Successful completion of the new 4-H leader screening process.
• Be willing to participate in training.
• Relate well to people.
• Be willing to stay informed.
• Be enthusiastic about 4-H and supportive of all staff and volunteers.
• Be willing to delegate responsibilities.
• Be able to communicate well with adults and youth in individual and group situations.
• Be able to work with discretion and in a professional manner.
• Have an interest in youth.
• Be interested and have ability in organizational aspects of program.
• Be able to identify needed resources for the club.
• Be willing to devote the number of hours necessary to do the job.
• Be willing to work with all people regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status.

Time required: Generally 6-9 hours spread over the period of a month.

Training:
• In most cases, 4-H project leader training is provided. Check newsletter for offerings.
• Attendance at other types of training is encouraged, if appropriate to this position.

Support/resources available:
• In most cases, there are strong project groups that develop and manage countywide activities for members and leaders. These groups may be called advisory boards or committees.
• Training from Extension staff.
• 4-H materials (state and county developed).
• Local resource people.
• Other 4-H leaders.

Expectations (as a result of this position I would like to see):
• Growth and development or volunteers and members in the 4-H program.
• An increase in the number of leaders and members in the designated geographic area.