Title: 4-H Project Leader

Purpose: To guide and support 4-H members in project learning experiences.

Responsibilities:
- Guide learning of members
- Encourage parents to support project work at home.
- Provide interesting learning opportunities.
- Relate learning to life skills.
- Help members establish goals and plan their project work.
- Become familiar with project literature and share knowledge of the project.
- Encourage members through specific praise and constructive feedback.
- Help members evaluate their own work.
- Be sensitive to individual needs.
- Be aware of risks, and using risk management strategies related to project work.
- Assist members with record keeping.
- Communicate regularly with other volunteers and with club general/organizational leaders.
- Delegate tasks to youth leaders.
- Update your own project skills by attending relevant training.
- Help to identify, select, and support new volunteers.
- Assist with other activities related to project, including community service, as appropriate.

Accountable to: Washington County UW-Extension 4-H Youth Development staff
- Brianna Stapleton Welch, 4-H Youth Development Educator
  brianna.welch@ces.uwex.edu, (262) 335-4478
- Megan Buehler, 4-H Staff Assistant
  megan.buehler@ces.uwex.edu, (262) 335-4478

Time Required: Time commitment varies according to club size, number of people sharing project leadership responsibilities, and types of involvement. Each project meeting involves approximately two to four hours for planning, working directly with youth, and following up on work from the meeting. More time can be spent if desired by volunteers and members in the project group.

Resources Available:
- “I’m a 4-H Project Leader…Now What Do I Do?” publication
- Member and leader project literature (available from the UW-Extension Office)
- Support and assistance from Washington County UW-Extension staff
- Volunteer leader training workshops and project meetings (at the county, region, and state level)
- Previous project leaders of your club and current project leaders from other clubs

Websites:
- Washington County 4-H Website: http://washington.uwex.edu/4-h-youth-development/
- Wisconsin 4-H Youth Development Website: www.uwex.edu/ces/4h/
Qualifications:
  • Completed or willing to complete the 4-H adult volunteer orientation and Youth Protection process.
  • Interest in young people
  • Interest in 4-H educational programs
  • Ability to communicate with youth and adults
  • Knowledge of the project area and willingness to update skills
  • Willingness to listen and share
  • Enthusiasm and patience
  • Willingness to delegate tasks to youth leader

Rewards:
  • Satisfaction of contributing to positive youth development of youth, families, and community
  • Opportunity for personal growth and gain of teaching/facilitation skills

Date Revised: 10/9/13