

# Tucker 4-H Project Leader Description

Our 4-H club depends on wonderful volunteers like you to provide quality programming for our members. Thank you in advance for sharing your time and talents with the youth of our club! This document lists the things you will need to do and keep in mind as you navigate your year as a project leader.

- Sign up for and attend the required leader training, if you are a new 4-H leader.
  - Submit paperwork for a background check, if you are a new leader.
  - If you have been a leader for several years, you will be notified if you need to consent to another background check this year.
- Register with 4honline as a project leader for your specific project with Tucker 4-H.
- Be familiar with the 4-H policies and guidelines for project meetings as outlined in the leader training.
  - Take into account the Four Essential Elements of Positive Youth Development: Belonging, Independence, Mastery and Generosity
- Acquire project curricular materials, if needed. For some projects, there are packets available from the county extension office. Additionally, some project information is available online through the state 4-H website. Looking at the fair website is helpful in knowing what members can enter for your project as well as any specifications required when entering.
- Attend Tucker's enrollment meeting in September.
  - Recruit members to bring in samples of work created while in the project or...
  - Provide samples of projects to be created during the current project year.
  - Create project information page which includes:
    - Preliminary meeting dates and times
    - Required supplies
    - Contact information
- After receiving your initial project member list (typically in November) contact all of your members to introduce yourself and tell them when meetings will begin and what supplies are needed.
  - Due to a shortage of leaders across the county, you may be asked to take on members from another club. You may choose to accept or decline members.
- Plan and prepare for project meetings or workshops.
  - Focus on experiential learning through the use of hands-on activities, workshops, field trips, audio/video resources, guest speakers, or other learning tools. Remember that the 4-H slogan is "learn by doing."
  - Involve members in activities which teach life skills such as safety, responsibility, communication, leadership, decision-making, coping with change, problem solving, goal setting, organization and record keeping.
  - Take into account the experience level of the members.
  - Involve junior leaders in the planning as much as possible.
  - Consider participating in a service project related to your project.

- Contact members to inform them that meetings will begin, giving specific dates, times and a location.
  - Send reminders before meetings.
- Hold project meetings
  - Hold the first meeting by at least January so there is enough time for members to complete their projects in a timely fashion. (Some projects are only able to meet outdoors once the weather permits. This makes late spring and early summer very busy times for some members, so starting your meetings several months prior to that gives members a head start on their projects.)
  - A minimum of 5 meetings is requested, but more, of course, are encouraged.
  - Meetings are typically 1-2 hours long and occur at least once a month but every week or twice a month may be necessary depending upon the project.
  - Create a safe and welcoming environment.
    - Review all safety procedures/requirements related to the project.
  - Be positive and encouraging, focusing on new skills and growth in ability.
  - Assist members with setting goals for the year which are to be included on the project pages of their record books..
  - Contact members who may not be attending meetings to see what may be done to encourage attendance.
- Share with members the due dates and information for registrations, animal paperwork, and fair entries.
- Inform members of and encourage participation in other 4-H opportunities related to the project.
- Encourage youth to share what they have learned with others.
  - Involve junior leaders in the planning of meetings and activities.
  - Delegate responsibilities or leadership of an activity to older members or junior leaders.
- Depending upon your project, you may need to attend county meetings/trainings or assist with county activities.
- Attend fair
  - Enjoy looking at your project members' entries!
  - View other entries in your project area to get ideas for next year.
- Assist members with record keeping and filling out record books, if needed. Self-reflection is an important part of the 4-H experience.
- Attend the record book reading session in August.
  - Comment on the individual record book scoring sheet for each member.
  - Comment on the project page for each member.
  - Fill out an end of year project page
    - Note which members "achieved" for your project
      - Attended  $\frac{3}{4}$  of project meetings (when possible)
      - Showed at the fair
    - List outstanding project members
    - List outstanding junior leaders
    - Specify whether you will lead again the following year.

WI 4-H Volunteer Position Description- Project Leader

<https://4h.extension.wisc.edu/files/2020/09/Project-Leader-Position-Description-1.pdf>