

Volunteer Job Description
Buffalo County 4-H Youth Development Program
Resource/Key Leader

General Description

The 4-H Resource/Key Leader:

- Provides specialized leadership and support in one or more project areas by encouraging and guiding leaders to plan and conduct quality project educational project experiences.
- Develops resources for project leaders.
- Conducts project-related events and activities.
- Attends training workshops to keep up to date on new developments and availability of teaching materials in the subject matter area(s).

Qualifications

The 4-H Resource/Key Leader should have the following characteristics:

- An interest in helping the group.
- The ability to communicate with youth and adults.
- Organizational abilities.
- Commitment to 4-H mission and values.

Duties

The 4-H Resource/Key Leader will perform the following duties:

1. Help plan and coordinate county and/or district events and activities in the project area.
2. Help plan and conduct project 4-H volunteer training sessions.
3. Develop, implement and evaluate new activities, special events or project innovations to keep the project interesting, exciting and relevant to current issues.
4. Identify dates and placed of countywide events and activities planned for the 4-H year in the project area.
5. Request funds from the Buffalo County 4-H Leaders Association to conduct countywide events and activities.
6. Be available for consultation with 4-H project leaders throughout the year.
7. Develop and/or make available resources for the project volunteers.
8. Maintain communications with 4-H staff, clubs and project leaders to promote the project and its activities.
9. Support the mission and core values of the University of Wisconsin 4-H Youth Development Program.
10. Adhere to Buffalo County and University of Wisconsin 4-H Youth Development policies and guidelines.

Length of Commitment

- One year