



## Teen Leader

*Thank you for your time, talents and service.*

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### Purpose

- To develop skills and knowledge necessary for assuming leadership roles at the club and county level. Roles include but not limited to committee member, project leader, activity leader, camp counselor, workshop instructor, etc.
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### Primary Responsibilities

- Help ensure the safety and well-being of youth.
  - Exemplify the 4-H name through positive behavior and actions and encourage other youth to do the same.
  - Committed to the 4-H philosophy of “Learn by Doing.”
  - Understand the effective use of three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
  - Encourage and welcome adult assistance, support and supervision in the development of your skills and knowledge.
  - Accept responsibility for personal growth and quality project work.
  - Actively seek training to increase your knowledge and skills in leadership and project content.
  - Assist 4-H members with demonstrations, talks, records, officer training, etc.
  - Assist project and activity leaders with teaching 4-H members.
  - Take the lead with special club projects.
  - Assume responsibilities as delegated by the club leader/volunteer/extension educator.
  - Stay current and familiar with educational information available from the Cooperative Extension Service/4-H Youth Development.
  - Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group’s mood.
  - Support the person(s) in charge – club, county, committee, council, etc.
  - *Have fun.*
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### Specific Duties

- Immediately address and report any behavior that endangers other youth or negatively impacts the surroundings.
  - In advance of the activity/event, familiarize yourself with policies related to first aid, emergency plans or any other risk management issues.
  - Be thoroughly prepared for any leadership responsibility, seeking guidance in the development and preparation of quality programming that enables growth, learning and friendship.
  - Develop a personal leadership plan and share with adults, i.e. club/project/activity leader, volunteer, extension educator, etc.
  - Evaluate progress toward self-determined goals and seek
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### Benefits

- feedback from caring adult(s) recognizing improvement and advising when improvement is needed.
  - Be familiar with project materials/curriculum and any associated guidelines or rules when leading project work or activity preparation with the primary focus on increased knowledge, skills and career exploration.
  - Role model – following behavioral guidelines and any rules and guidelines for an activity/event.
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- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
  - Learning with the youth.
  - Positive interaction with youth.

### Qualifications

- Certified 4-H Volunteer in good standing.
- Signed Volunteer Authorizations (“Behavioral Guidelines” for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.

### Training/Continuing Education

- Annually completed OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in educational programs that develop leadership and teaching skills.

### Time Required

- Workshops/lesson – 3-5 hours of preparation for every one hour of teaching.
- Recreation – 1-2 hours preparation for every 30 minutes of organized recreation.
- Committee Member –3-6 hours for planning meetings, individual assignments and time at the activity/event.
- Counselor – 3-24 hours per day camp and/or overnight camp