



# Cloverbud Leader

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

The following expectations have been established for persons serving in a volunteer capacity as a Cloverbud Leader for a local, project or county 4-H club. The position description provides the basis for an annual Volunteer Position Feedback and Evaluation. Please carefully consider the following expectations and confirm that you are aware of the expectations by signing the document.

## Purpose

**4-H Club (name)** \_\_\_\_\_

- Enrich lives of Cloverbuds and their families by coordinating a 4-H Club which provides a safe and educational environment for personal growth and friendship.

## Primary Responsibilities

- Help ensure the safety and well-being of Cloverbuds and families.
- Encourage youth to exemplify positive behavior and actions.
- Practice the Essential Elements of positive youth development – Belonging, Independence, Generosity and Mastery
- 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.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious and socio-economic groups in your community.
- Encourage the exploration of project areas and provide educational opportunities in a non-competitive environment.
- Encourage and welcome parental assistance, ideas, support and attendance.
- Introduce youth to 4-H, community service, social activities and participation in county activities.
- 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.
- *Have fun.*

## Specific Duties

- Immediately address and report any behavior that endangers a child or group of youth or negatively impacts the surroundings.
- In advance of a meeting/activity/event, re-familiarize yourself with policies related to first aid, emergency plans or any other risk management procedures of Oklahoma State University, OK 4-H Youth Development and the county 4-H program.
- Maintain clear, frequent and timely communications with youth, families, volunteers and extension office.
- Annually renew Club Charter with the assistance of club members, volunteers and parents.
- Introduce youth to making decisions and providing direction to their program(s) and club.
- Return On TRAC plans, enrollment, financial review and other required annual reports to the county office in a timely manner.
- Assure that the Club is represented at all county Parent-Volunteer



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## Benefits

Association meetings.

- Assure that the Club is represented at all county Volunteer Continuing Education opportunities.

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## Qualifications

- Personal satisfaction of enabling Cloverbuds to become acquainted with 4-H while developing self-confidence and life skills.

- Good organizational and communication skills.
- Ability to delegate tasks and responsibilities.
- Initiative to find and manage resources and materials.
- Ability and desire to work well with people - youth, families, volunteers and Extension Educators.
- Life-long learner
- Certified 4-H Volunteer in good standing, subject to annual review with Extension Educator.
- Signed Volunteer Authorizations (“Behavioral Guidelines” for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.
- Dependable transportation, home telephone and Internet access are desired, but not required.

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## Training/Continuing Education

- Annually completed OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in four Parent-Volunteer Training/continuing education opportunities.

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## Time Required

- One-year commitment with the option of continuing service at the end of each year. Year begins September 1.
- Average of 8-12 hours per month, based upon:
  - Attendance at meetings: monthly club meeting, Parent-Volunteer Association Meetings, volunteer continuing education.
  - Planning/preparation time with club officers/committees for meetings and activities.
  - Participation in activities and events
  - Recruitment of families and volunteers

I willingly volunteer to serve as Cloverbud Leader for \_\_\_\_\_ 4-H Club/Project Group in \_\_\_\_\_ County from September 1, 20\_\_\_\_\_ to August 31, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date