



Project/Special Interest Leader

Thank you for your time, talents and service.

Purpose

Project/SPIN topic/subject _____

- Enrich lives of 4-H members and families by coordinating a 4-H Club which provides a safe and educational environment for personal growth, project work and friendship.

Primary Responsibilities

- Help ensure the safety and well-being of club members and families.
- Encourage youth to exemplify the 4-H name through 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.
- Encourage and welcome parental assistance, ideas, support and attendance.
- Promote responsibility, personal growth and planning of 4-H project work by members, families, and volunteers.
- Encourage participation in the exploration of related project areas and other opportunities – community service, social activities and participation in county, district, and state events.
- 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.
- Become familiar with project materials/curriculum and any associated rules and guidelines. Facilitate learning using specific project content.
- Develop a yearly plan and organize activities with input from youth/families and provide opportunities for developing leadership skills as well as subject matter knowledge/skills.
- Conduct workshops/programming/tours/field trips that enable youth to become more knowledgeable of “said” project/activity and related career possibilities.
- Evaluate a member’s progress and personal growth through praise, added responsibility and trust. Provide feedback recognizing improvement and advice when improvement is needed.
- Maintain competence in the project/activity area by attending training and meetings, as well as reading project materials.



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Benefits

- Personal satisfaction enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
- Learning with the youth and adults.
- Developing lifelong friendships.
- Expanded knowledge and skills.

Qualifications

- 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.
- Knowledge or skill in project area or the desire to learn along with the youth.
- Life-long learner
- Certified 4-H Volunteer in good standing, subject to annual review with Extension Educator.
- Dependable transportation, telephone, and internet access are desired, but not required.

Training/Continuing Education

- Annually review OCES Working with Minors policy and guidelines.
- Annually review OCES Respecting Civil Rights policy and guidelines.
- Annually participate in four Parent-Volunteer Training/continuing education opportunities.

Time Required

- Six weeks to one-year commitment.
- Average of 8-12 hours per month, based upon:
 - Attendance at meetings: project meetings, Parent-Volunteer Association Meetings, and volunteer continuing education.
 - Planning/preparation time.
 - Participation in activities and events
 - Recruitment of families and volunteers