



**Cornell University**  
**Cooperative Extension**  
**Cortland County**

**4-H CLUB ORGANIZATIONAL LEADER**

**Purpose of Position:** The 4-H Club Organizational Leader establishes and maintains a club structure that supports 4-H Youth Development activities for school-age youth within Cortland County

**Responsibilities (or Tasks):**

- Abide by the Cornell Cooperative Extension Volunteer Code of Conduct.
- Work with 4-H Resource/Assistant Leaders, Activity Leaders, Youth Volunteers, and Club Officers to plan an annual club calendar.
- Follow CCE procedures to arrange for appropriate meeting facilities and obtain all building use permission, insurance certificates and other facilities forms where required.
- Ensure that information about meetings, events, activities and other opportunities and program or policy updates are communicated to members, leaders, and parents in a timely manner.
- Ensure that all member and volunteer enrollments, program registrations, media releases, permission slips, medical releases, and participation reports are submitted to the 4-H Office when required and by dates requested.
- Keep the 4-H Volunteer Coordinator and/or the Youth Development Extension Educator(s) informed about club activities, special accomplishments, and problems.
- Serve as advisor to the club officers.
- Ensure that the club and its membership play an active and visible role in the community.
- Ensure that volunteers, club members and their parents are aware of and follow all CCE of Cortland County youth protection and risk management policies and emergency procedures.
- May also serve as a resource leader if the club is relatively small.
- Ensure that the Chaperone Guidelines of Cortland County are followed when necessary.

**Anticipated Audience:** School-aged youth 5-19 years old

**Expected Results:** School-age youth in the defined area will feel welcome to join 4-H and those who do, will experience learning, personal growth, and a sense of belonging. The leaders and parents will work in harmony and in a manner consistent with the objects of the 4-H Youth Development Program.

**Training and Support:**

- New Leader Orientation (required)
- Youth Development and Project classes and/or learning materials
- Printed 4-H Project Guides available for purchase
- Teaching kits, tools, and equipment available for loan
- This position is supervised by the 4-H YD Program Educator and/or 4-H Volunteer Coordinator

**Reporting:**

- Enrollment forms for re-enrolling members and volunteers due by September 15.
- Club Financial Reports due before October 15 (need September bank statement).
- 4-H Club Program plan for the next year, due September 15
- Enrollment forms for new members due within one month of joining the club.
- All other year end reports and record books due Sept. 15

**Time Commitment:** Average of 12 hours per month for member and leader activities at club and county levels.

**Qualifications:**

- Enjoy working with youth and have a sincere interest in their growth and development
- Demonstrate flexibility, respect and acceptance of diverse youth
- Effective communication, organization and interpersonal skills
- Willingness and availability to attend training programs
- Since transportation is not the responsibility of club leaders, a DMV check is not required unless driving to and chaperoning an event.
- Will communicate to all members and parents that transportation arrangements are the responsibility of each 4-H family, unless an event is organized through the 4-H County Office.

**Level of Background Screening Required:**

- Reference Check
- Criminal Background Check

**Benefits:**

- Enhanced personal leadership skills
- Build friendships with other volunteers
- Derive satisfaction from helping youth to reach their full potential
- Support through CCE Cortland and university resources