**4-H Project Leader Trainer**

**Purpose:** Provide leadership and support for project leaders to include orientation and training for more effective project meetings with 4-H members.

**Responsibilities:**

1. Distribute and collect enrollment cards for 4-H members and return enrollment cards to

Extension Office.

2. Work with the Extension Office for requesting and distributing 4-H member’s project materials.

3. Work with project leaders and prepare a list of project leaders for Organizational/Community

Leaders.

4. Plan and conduct “how-to” and subject matter trainings (individual or group) for project leaders.

5. Review written position descriptions with project leaders.

6. Answer questions of project leaders.

7. Visit with project leaders about their meetings. Assists project leaders as needed.

8. Encourages volunteers, adults and teens to assist with project meetings.

9. Praise and thank project leaders for working with 4-H members.

**Skills/Knowledge Needed:**

• Knowledgeable of 4-H

• Knowledge of how to conduct a project meeting

• Ability to work with adults and teens

• Organizational skills

• Communication skills, written and verbal

• Enthusiasm and patience

**Time Commitment**: One year, renewable

Club enrollment peak time

**Resource People: Resources Materials:** Extension Agents National 4-H Curriculum Extension Specialists Project Notebooks

Master 4-H Volunteers Library

**Benefits:**

• Networking

• Resume’ building

• Opportunity to expand skills

**Results from this position:**

• Project Leaders are trained and confident about their role as a project leader

• Project meeting are being scheduled by project leaders

• 4-H members are learning and gaining new skills

**Contact Person:** Community/Organizational Leader Former 4-H Club Project Leader Trainer Extension Agent

**4-H Club Records and Awards Trainer**

**Purpose:** Inform and encourage 4-H members, parents, and other leaders the value and purpose of 4-H

records and awards.

**Responsibilities:**

1. Develop a plan for informing and training club members, parents and leaders about 4-H records and awards. Trainings may be can be included during the monthly meeting or conducted at a special meeting. Trainings may include:

• Purpose of 4-H records

• Instruction on how to complete 4-H records

• Orientation on the recognition model

• Promoting achievement pins

• Instruction on the Kansas 4-H Award Profile and 4-H Scholarships

2. Assist 4-H members submitting award applications to local extension by deadlines.

3. Promote the local and state award opportunities available to 4-H members.

**Skills/Knowledge Needed:**

• Knowledge of 4-H, the awards system and recognition model

• Communication skills, written and verbal

• Organizational skills

• Ability to work with youth and adults

• Patience to work with details and change

**Time Commitment:** One year, renewable.

**Resources People: Resource Materials**: Extension Agent 4-H Records

Master 4-H Volunteer Kansas 4-H KAP- web resources

4-H Specialist Recognition Model

**Benefits:**

• Networking

• Resume’ building

• Opportunity to expand skills

**Results from this position:**

• 4-H members and parents understand the value of record-keeping as a life skill

• 4-H members and volunteers honored for their accomplishments

• 4-H members learning and gaining new skills

**Contact Person:** Organization/Community Club leader

Extension Agent