



## **Larimer County 4-H Key Leader Position Description**

Project area specialist who serves as a resource to 4-H members and leaders across Larimer County. The Key Leader works with Extension Agents to plan and coordinate events to provide educational opportunities, contests, and other activities to 4-H members as appropriate. The learning experiences should be structured around the interests and abilities of current members.

### **KEY LEADER POSITION DUTIES:**

- Serve as a resource to project leaders & members across the county
- Recruit other volunteers to assist in the project area if needed
- Encourage members to participate in the project area
- Plan & coordinate county-wide workshops to guide members in project skill development through hands-on learning, including recruiting guest speakers if needed
- Collaborate with Extensions Agents and other leaders to hold contests, clinics, or other events for members as applicable for the project area
- Develop educational tools for members
- Support & develop communication to families (newsletter articles, flyers, emails, letters)
- Encourage complete and accurate record keeping in e-records
- Relate project experiences to career possibilities for 4-H members
- Inform members of 4-H opportunities at the county, state, and national level
- Maintain competence in the project area through training & reading project materials
- Be familiar with all 4-H regulations impacting projects
- Be familiar with County Fair expectations and rules relevant to the project area
- Ensure all activities create a sense of belonging, independence, mastery and generosity
- Utilize age appropriate learning techniques & develop programs designed to promote the development of critical life skills in members
- Report back to the Extension Agent

### **ASSISTANT LEADER POSITION DUTIES:**

- Instruct or assist as needed at workshops and other project related activities
- Support Key Leader in developing education tools for members as needed
- Support Key Leader in youth development efforts
- Support Key Leader in communication with parents

#### QUALIFICATIONS:

- Be a 4-H Leader in Good Standing
- Enthusiasm, friendliness, tactfulness, and good verbal communication skills
- Ability to work well with both adults & youth
- Some knowledge and skills in the project area
- Ability to motivate, direct, delegate, and evaluate
- Ability to organize meetings, events, and a year's work, including meeting deadlines
- Problem solving skills & record keeping skills
- Time to carry out the key leader role
- Experience as a project leader prior to becoming a key leader is preferred

#### RELATIONSHIPS:

- Teacher, friend, and resource to 4-H members and their families.
- Mentor-learner relationships with members.
- Supportive relationship between Extension Agent and self, with Extension Agent providing guidance and materials.
- Provide information and training to project leaders.
- Collaborate with Ranch Staff as needed for events

BENEFITS: Satisfaction, recognition, leadership skills, appreciation from 4-H members, leaders and Extension Agent