

# 4-H Volunteer Leader Job Descriptions

**Position:** General Leader  
**Accountable to:** Local 4-H club and County and Provincial Leaders' Councils  
**Average time required:** Approximately 8 hours per month

## **Responsibilities of the position:**

- Organize and register the 4-H club, members and leaders at the beginning of each year.
- Ensure that the 4-H club officers are elected and that these officers conduct the business of the club effectively and correctly.
- Receives information from the 4-H Specialist and passes this information on to other leaders, members and parents.
- Co-ordinate the organization of club activities.
- Enlist the support of parents.
- Ensure the club is represented at County Leaders' Council meetings.
- Ensure the workload is spread around.
- Be familiar with administrative details, guidelines, deadlines, etc.
- Provide help and encouragement to new leaders.

## **Attitudes Required:**

- Willingness to demonstrate personal values compatible with the mission of 4-H in Nova Scotia
- Abide by the Nova Scotia 4-H Policy
- Protect and encourage the development of youth and the good image of 4-H



**Position:** Project Leader  
**Accountable to:** Local 4-H club and County and Provincial Leaders' Councils  
**Average time required:** Approximately 8 hours per month

## **Responsibilities of the position:**

- Meet with members on a regular basis.
- Be aware of project requirements and deadlines and communicate these to your members.
- Lead 4-H members through the requirements for project completion.
- Update and acquire new skills as needed, and invite other volunteers to help out in areas where needed.
- Inform members about competitions, exhibitions, or special events they are eligible to

participate in, and provide event requirements, dates, rules and assistance with project preparation.

- Enlist the support of parents.
- Maintain open communication with the General Leader.



**Attitudes Required:**

- Willingness to demonstrate personal values compatible with the mission of 4-H in Nova Scotia
- Abide by the Nova Scotia 4-H Policy
- Protect and encourage the development of youth and the good image of 4-H  
4-H in Nova Scotia

**Mission Statement:**

4-H is a youth organization which encourages care and responsibility for our resources and builds positive life skills to secure the future of rural Nova Scotia.

**Philosophy:**

The motto, “Learn to Do By Doing”, is an important process which applies to both members and leaders.

Participating in the 4-H program will influence the development of 4-H members, leaders, families and communities in a positive way.

**Policy:**

At all 4-H events, members and leaders will abide by the 4-H Behavior Guidelines. The primary purpose of these guidelines is to ensure the safety and well-being of all participants. These are not all inclusive examples of conduct expected. Violation of acceptable conduct can lead to removal from the event, and/ or termination of membership from the 4-H organization.

## 4-H Behavior Guidelines

### **4-H members and leaders will:**

- Conduct themselves in a courteous and respectful manner; exhibit good sportsmanship and provide positive role models.
- Respect, adhere to, and enforce the rules, policies and guidelines established by the Nova Scotia 4-H Council and/or the event.
- Recognize that abuse by physical or verbal means, failure to comply with the Human Rights Act, or a criminal act **are not** acceptable behaviors.
- Refrain from possession and/or use of alcohol at 4-H events, in the presence of youth.

### **Note**

- # 4-H members/ leaders will promote and support the 4-H organization.
- # All programs must be designed and administered with due consideration for the protection and safety of all participants.
- # Prior to acceptance as a 4-H leader, applicants must undergo the Nova Scotia 4-H Screening procedure. (A screened 4-H leader must be present at any function involving a non-leader volunteer, i.e., a woodsman team coach or a special craft project instructor).
- # Actions, at any time, which lead the 4-H organization to believe the safety of 4-H participants may be jeopardized will result in the non-acceptance and dismissal of a 4-H volunteer/leader/member. In particular, sexual offences, offences against children, offences involving violence against persons or property and drug or alcohol offences of a serious nature would be grounds for disqualification of volunteers/leaders/members.