

Volunteer Position Description

Cloverbud Leader

Purpose:

To provide leadership to the Cloverbud program within the club by sharing knowledge and creating learning experiences for all Cloverbuds.

Success Criteria:

A Cloverbud leader will plan the yearly Cloverbud program, facilitate and carry out the plan, and evaluate learning. The Cloverbud activities will provide the youth with an eclectic, cooperative and fun approach to learning.

Responsibilities:

- Set annual goals
- Meet regularly
- Recruit new members and recognize graduating members
- Conduct enrollment
- Plan the yearly program and activities
- Conduct group activities and events that are fun and cooperative through an immediate, positive feedback response to the youth's involvement in the activity
- Participate in community and club events and programs
- Work with parents and activity leaders
- Learn about the developmental needs of 5-8 year-olds and apply that information to the choice and delivery of activities

To provide support for youth and adult volunteers including:

- Sharing the responsibilities among club families
- Informing parents, club leader and officer team of Cloverbud activities

Time Required:

1 hour monthly activity meetings separate from traditional 4-H club meeting except for pledges.

Target Dates:

September – March Encourage enrollment and do programming

Qualifications:

A Cloverbud Leader should have or be willing to acquire:

- Good listening skills – allow the youth & volunteers to share their thoughts, concerns, needs and address them or direct them to someone who can assist them.
- Knowledge – Have a good understanding of the Cloverbud and 4-H youth program and how it operates
- Interest in working with youth 5-8 years-old
- Time and energy to devote to the task

Resources Available:

- Curriculum Instructional Manual (one copy available on loan system)
- 4-H Extension Agent – Elizabeth Hobbs
- 4-H Program Assistant – Debbie Long

Works With:

- 4-H Extension Agent – Elizabeth Hobbs
- 4-H Program Assistant – Debbie Long

Forms to Fill Out:

- Complete 4-H Volunteer Leader Application Process
 - [Volunteerism | Extension Human Resources, Evaluation, and Staff Development \(tennessee.edu\)](#)
 - Complete Steps 3-7. On Step 3 complete Level 3 Volunteer.
 - Completed forms should be returned to the 4-H Office.
- Complete 4-H Volunteer Leader Online Trainings through K@TE

Questions:

Contact the UT Hamblen County 4-H Office at 423-586-6111 or edoan@utk.edu