

Volunteer Position Description

Project Group Leader

Objectives:

To organize and conduct a subject matter project group. A project group consists of 4 or more students with common interests who meet for a minimum of three times.

To increase the number of 4-H members completing their project.

Success Criteria:

A project group leader will plan the subject matter group, facilitate and carry out the plan, and evaluate learning. The project group activities will provide the youth with a fun and cohesive approach to learning the subject matter.

Responsibilities:

- Select 4-H project area or cluster of project topics in which leader has an interest.
- Set dates, times and location for project sessions based on leader's calendar.
- Inform club members, leaders and parents of the availability of a project group.
- Plan and conduct sessions, which may include hands-on lessons, field trips, service-learning projects, demonstrations, games, fun activity, etc.
- Be familiar with local, county, region & state events and activities supporting project.
- Keep project group members and families informed of project opportunities.
- Utilize youth members in planning subsequent project sessions.
- Record and report project club membership & participation on forms provided.
- Encourage and assist 4-H members in completing project materials, achievement project portfolios, Academic Conference & Honor Club applications, etc.
- Serve as a liason between project group and Extension staff.
- Recruit, encourage and enlist additional leaders, both teen and adult, when needed.
- Promote 4-H within the community.
- Request training help or other assistance as needed.
- Conduct should model the Six Pillars of Character, *trustworthiness, respect, responsibility, fairness, caring and citizenship.*

Resources Available:

- 4-H Extension Agent – Elizabeth Hobbs and support staff
- Tennessee Extension – Volunteer Handbook - [Volunteer Handbook \(tennessee.edu\)](http://tennessee.edu)



Volunteer Handbook

- Leader trainings offered, such as the National 4-H Volunteer Conference hosted by Volunteer Conference of Southern States, and others.
- University of Tennessee resources, including 4-H specialists and staff, as well as program development material, and SUPER enrollment data management program.
- 4-H volunteer liability coverage for registered volunteers is provided by the University of Tennessee.

Time Commitment:

- Flexible, with a minimum of three sessions planned for one or more hours each.
- Preparation time, also flexible as determined by session plans, training needed, and knowledge of subject.
- Project group leaders will serve for one year with the understanding that if local leaders and extension staff are in agreement, he/she may continue serving in this position.

Steps to becoming a Project Group Leader:

- Contact Elizabeth Hobbs to discuss your interest and Volunteer Leader Level (1, 2 or 3)
- Complete 4-H Volunteer Leader Application Process
 - [Volunteerism | Extension Human Resources, Evaluation, and Staff Development \(tennessee.edu\)](https://www.tennessee.edu/volunteerism/)
 - Complete Steps 3-8. On Step 3 complete designated Volunteer level.
 - Completed forms should be printed and signed.
- Submit completed forms and valid government ID to Hamblen County 4-H Agent – Elizabeth Hobbs.



Volunteersim Website

Questions:

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