



Leader Expectations for the Indiana 4-H Program

This four-page guide is meant to be an educational tool useful to those interested in personal growth as a 4-H volunteer.

Introduction

Volunteer 4-H leaders are very important members of the Purdue Extension Service. Volunteers are key people needed to make a strong local 4-H program. They are vital in extending the 4-H program to Indiana youth. 4-H leaders are talented, enthusiastic, and involved people. It is important for the 4-H volunteer to embrace positive youth development techniques and to realize that they are representing Purdue University Cooperative Extension Service. The Cooperative Extension Service is the nonformal education outreach unit of Purdue University and the United States Department of Agriculture.

What Are Leader Expectations?

These leader expectations are behaviors that an organizational 4-H leader is expected to demonstrate or perform. Within the 4-H club program, a 4-H leader is expected to do and be

many things. The purpose of this checklist is to outline and organize expectations of 4-H leaders into three categories: County Extension office and adult volunteer cooperation; club meetings; and characteristics. Using this list, a 4-H volunteer can visualize and understand what is expected of a 4-H leader.

How Can This Guide Be Used?

The purpose of this guide is to provide a simple tool to help volunteers document their current behavior as 4-H leaders (pages 2 and 3) and design a plan for focused personal growth within the 4-H program (page 4). Volunteers need and desire opportunities to check their behavior against what is expected. This four-page publication can be used over a three-year period to record a volunteer's current performance and the next year's personal goals. The use of this guide and your personal analysis can be done independently, in a group, or privately with the 4-H Extension educator.



4-H Organizational Club and Project Leader Expectations

An Opportunity to Direct Your Personal Growth

Directions:

To the right of the list of expectations are five columns. Columns 1 and 2 are for you to check whether or not you were aware that this behavior is expected of you. Columns 3, 4, and 5 can be used to indicate three different years, the current year and the next two, for example. Read each expectation and use the following code to indicate your level of performance for each expectation.

(*) Outstanding (+) OK (-) Needs improvement

You may want to share your personal analysis with your 4-H Extension educator.

	Aware of this expectation		Year 1	Year 2	Year 3
	Yes	No	20__	20__	20__
County Extension Office and Adult Volunteer Cooperation					
Complete 4-H-784, <i>New Volunteer Information Form</i> , and 4-H-785, <i>Adult Behavioral Expectations to Promote the Well-Being of Youth</i> , prior to volunteering in the 4-H program					
Inform the county Extension office in advance of club events and activities					
Assist with project judging and fair activities					
Explain project requirements to 4-H'ers					
Encourage 4-H'ers to apply for awards and trips					
Inform members of county, area, and state programs and activities					
Help recruit 4-H'ers in your area					
Help promote 4-H					
Participate in county 4-H activities					
Attend leader meetings and training					
Help recruit additional 4-H volunteers as needed					
Assist 4-H'ers in record keeping					
Pick up and distribute manuals to 4-H'ers					
Maintain appropriate financial records and submit requested financial reports in a timely manner					
Encourage members to complete projects and participate in 4-H activities					

(Table continues on next page.)

	Aware of this expectation		Year 1	Year 2	Year 3
	Yes	No	20__	20__	20__
Club Meetings					
Have a yearly program plan of activities					
Have a schedule of meetings and activities for the year					
Involve parents and members in club programming					
Elect officers annually					
Help arrange officer training and orientation					
Use 4-H parliamentary procedure					
Keep meeting under control					
Start and stop meetings on time					
Make sure each member is involved					
Have an educational program at each meeting					
Have demonstrations, recreation, and judging activities					
Help members select projects					
Explain leader's role to members and parents					
Establish a safe and inviting meeting environment for all members					
Help officers and committee chairs complete written reports of activities					
Plan programs to help members become involved in their community					
Hold fund-raising events in line with written policies					
Plan programs that are appropriate to all ages and stages of member development					
Characteristics					
Be honest					
Be a good listener					
Demonstrate patience with members					
Make every member feel important: Praise and encourage					
Be fair to all					
Use acceptable language and behavior					
Demonstrate a caring attitude about youth					
Enjoy youth of various ages					
Effectively communicate with members, parents, community members, and other volunteers					

(Goal-setting exercise on next page.)

Analysis and Goal Setting for Personal Growth

Use the following space to record and build your plan for personal growth as a 4-H leader.

Use the Leader Expectation List on pages 2 and 3 as a guideline.

Write the current year in the first column and add the next two years in the second and third columns.

I. Below are personal skills or abilities I have gained as a 4-H leader during the past year.

Year 1 (20____)	Year 2 (20____)	Year 3 (20____)

II. Below are personal skills or abilities I hope to refine during the coming year as a 4-H leader. (Include new experiences you hope to have or participate in during the next year).

Goals for Year 1 (20____)	Goals for Year 2 (20____)	Goals for Year 3 (20____)

III. Comments by educator or key supervising leader.

Year 1 (20____)	Year 2 (20____)	Year 3 (20____)