

Texas 4-H Club Manager Position Description

Title: 4-H Club Manager for _____ 4-H Club in _____ County

4-H Club Manager Advisor:

County Extension Agent - 4-H and Youth Development, or Agent serving as County 4-H Coordinator

Purpose of the 4-H Club Manager:

Serve as a liaison between the club's membership and the 4-H and Youth Development professional regarding overall club management and leadership.

Benefits of serving as a 4-H Club Manager:

- Provide leadership and continuity for the 4-H club.
- Be a significant part of the educational and developmental process for youth.
- Foster the development and growth of successful youth-adult partnerships.
- See the impact the 4-H and Youth Development Program has in the county.
- Experience personal growth from serving as a club manager.

Responsibilities of the 4-H Club Manager:

- Serve as the primary link between the county Extension office, agent(s) and 4-H club.
- Secure, complete and submit the 4-H club charter application annually.
- Recruit members and volunteers.
- Coordinate the enrollment of members and volunteers.
- Train and supervise the executive committee (officers and committee chairmen) and committees.
- Manage executive committee meetings, monthly club meetings and club organization. Submit required and requested paperwork to county Extension office.
- Inform and involve adult leaders, parents, and youth in club activities and projects.
- Assist executive committee in planning and publishing the annual 4-H club program.
- Provide recognition for members and leaders.
- Uphold the Texas 4-H Rules & Guidelines.
- Be a positive role model for youth and other adults.

Qualifications and Expectations:

- Reside in the county.
- Registered as a direct volunteer for the county 4-H program, by completing a Texas 4-H Volunteer Application for the current 4-H year.
- Passed a criminal background check through the Youth Protection Standards Program within the past three years.
- Participate in Volunteer Orientation.
- Attend county club manager training.
- Work with volunteers and Extension professional to teach and motivate youth while nurturing positive self-esteem, decision-making, responsibility and leadership.
- Effectively organize, delegate, and communicate with others.
- Work with minimal supervision from professional staff.
- Become familiar with and work within the rules of the county 4-H program, the Texas 4-H & Youth Development program, and the Texas AgriLife Extension Service.

Time Required: 4-H Club Managers serve a two-year term. The 4-H year runs from September 1 thru August 31 of the following year. 4-H clubs are implemented throughout the year; however, 4-H clubs are sometimes concentrated over a span of a few months.

Resources and Support Available:

- Club Ed: Roles & Responsibilities of a Club Manger
- Club Ed: The Benefits of Youth Adult Partnerships
- Club Ed: The Club Leadership Team Model

If interested, respond to: Texas Cooperative Extension Office in your county.

I, _____, agree to serve as the 4-H club manager for the _____
4-H Club, meeting the qualifications and fulfilling all responsibilities.

Volunteer Signature

Date

CEA Signature

Date