



ROLES OF ADULTS IN MONTANA 4-H

Volunteers, parents, and other adults are a valued and essential part of the 4-H program and have a profound impact on the life trajectory of 4-H members. Adult 4-H volunteers are approved by MSU Extension after completing the necessary volunteer application steps.

Adults serve in a variety of roles in 4-H:

Organizational Leader - Guide the overall organization of the club, help it function smoothly and maintain communications among the member families, the club and the county. Be the primary club contact person with the MSU Extension county staff. Time commitment is 10 to 15 hours monthly (depends on club size and activities) through the 4-H year, October to September. These volunteers need to complete the certification process for Montana 4-H Volunteer Leaders.

Project or Program Volunteer Leaders - Work with members enrolled in a specific project or project area, assisting them to plan and carry out experiences that will help them reach their learning goals. Support the positive growth and development of each youth involved. Develop important life skills and create opportunities for you to learn, lead and serve. Time commitment may be two to four hours for planning, working directly with youth, and follow up for each project meeting. More time can be spent, if desired, by volunteers and members in the project group. Project leadership can be a short-term opportunity. A variety of options are available, such as working once a month, once a week, for a short terms periods or for the 4-H year (October to September). These volunteers need to complete the certification process for Montana 4-H Volunteer Leaders.

Activity or Event Volunteer Leaders - Provide leadership within a specific, short-term project or activity. These activity volunteers work with 4-H members to make preparations for the activity, obtain relevant literature and distribute it to adult and youth participants, and coordinate the activity or community event while supporting the positive growth and development of each youth involved. Time commitment will vary with the nature of the activity. Activities take place throughout the year. Most activities will require several meetings to plan, implement and evaluate the activity. These volunteers need to complete the certification process for Montana 4-H Volunteer Leaders.

Other adult volunteers – Judge contests or fair, serve as guest speakers at club meetings and events, volunteer professional services. These volunteers do not need to complete the certification process for Montana 4-H Volunteer Leaders.

Parent or Supportive Adult - To assist and support their child and other children in the 4-H club or group.

Parents and adults helping in the Montana 4-H Program are encouraged to be respectful of youth and adult leaders. Although the club's youth members should make the club's decisions, adult leaders should serve as advisors, project leaders, resource providers, and youth coaches. Parents are encouraged to attend meetings and participate in club activities and events. Adults should also support their child's efforts by providing resources and supplies for projects, encouraging youth leadership, and, if necessary, facilitating the planning process.



ROLE DESCRIPTION | *Organizational Leader*

- Purpose:** Guide the overall organization of the club, help it function smoothly and maintain communications among the member families, the club and the county. Be the primary club contact person with the MSU Extension county staff.
- Success Criteria:** The club goals are met. Members and leaders are informed of club and county activities. The club activities provide the youth with a varied, cooperative, and fun approach to learning.
- Responsibilities:**
- Complete certification process for Montana 4-H Volunteer Leaders
 - Help members select projects
 - Turn in enrollment forms for members and leaders to the Extension Office in a timely manner
 - Help club officers prepare meeting agendas, learn leadership skills, and carry out their other duties
 - Help club members set annual goals and plan the yearly program and activities, including community service and service learning opportunities
 - Secure and distribute project manuals and other resources for members and leaders
 - Conduct group activities and events with risk management plans for each
 - Share information about activities with club members and parents.
 - Maintain regular and timely contact with the county Extension staff
 - Attend trainings and keep up-to-date on county and state events
 - Report enrollment and other requests to the Extension office
 - Help other club leaders plan and implement learning experiences with members and families
 - Assist youth in recognizing other volunteers and supporters of the club
- Time Required:** 10 to 15 hours monthly (depends on club size and activities) through the 4-H year, October to September.
- Resources Available:** Montana 4-H Leaders Handbook
The Montana 4-H Clover Project Selection Guide
Montana 4-H Youth Officer Trainings
Yearly 4-H Club Program Plan
Club Officer Resources: *President & Vice President Handbook; Secretary's Handbook; Treasurer's Handbook; Treasurer's Fillable Forms; So You Are Historian of Your 4-H Club; News Report's Handbook*
Parliamentary Practice for 4-H
Yearly 4-H Club Program Plan
- Training Opportunities:** Orientation, training, guidance, and support from MSU Extension county staff.
Support and assistance from other leaders, mentors, volunteers and parents.
County, District, State and Western Region trainings and workshops
- Report To:** MSU Extension Office in your county
- For Questions Contact:** MSU Extension Office in your county



ROLE DESCRIPTION | *Project Leader*

Purpose: Work with members enrolled in a specific project or project area, assisting them to plan and carry out experiences that will help them reach their learning goals. Support the positive growth and development of each youth involved. Develop important life skills and create opportunities for you to learn, lead and serve.

Success Criteria: Members will enroll in the project; set project goals; work to achieve project goals; share what they have learned through a talk, demonstration or exhibit; and complete project planning sheets, which report and evaluate their own progress.

Responsibilities:

- Complete certification process for Montana 4-H Volunteer Leaders.
- Become familiar with project literature and sharing knowledge of the project.
- Assist with enrollment by introducing the project to all member and parents.
- Help member establish goals and plan for their project work.
- Conduct project meetings and workshops.
- Give support to members in planning and carrying out projects as needed.
- Encourage members to complete their project work as planned.
- Involve experienced youth in teaching.
- Encourage parents to support project work at home.
- Help member identify additional resource materials to expand learning.
- Assist member with exhibits, demonstrations and other sharing activities.
- Provide member recognition for the project accomplishment.
- Help members' complete activity guides and record books to evaluate their progress on projects.
- Keep members informed of other opportunities related to projects.
- Be aware of risks and use risk management strategies related to project work.
- Update your own project skills by attending relevant trainings.
- Assist with other project-related activities on the county and state level.
- Help identify, select and support new volunteers.

Time Required: Two to four hours for planning, working directly with youth, and follow up for each project meeting. More time can be spent, if desired, by volunteers and members in the project group. Project leadership can be a short-term opportunity. A variety of options are available, such as working once a month, once a week, for a short terms periods or for the 4-H year (October to September).

Resources Available: Montana 4-H Leaders Handbook

Getting Started as a 4-H Project Leader

Printed 4-H materials for members and project leader guides

Training Opportunities: Orientation, training, guidance, and support from MSU Extension county staff.

Support and assistance from other leaders, mentors, volunteers and parents.

County, District, State and Western Region trainings and workshops

Report To: MSU Extension Office in your county

For Questions Contact: MSU Extension Office in your county



ROLE DESCRIPTION | *4-H Parent or Supportive Adult*

- Purpose:** To assist and support their child and other children in the 4-H club or group.
- Success Criteria:** Through the experiential learning (hands on) process, the children in the 4-H club or group will gain knowledge and skills to positively and successfully respond to life's varying situations.
- Responsibilities :** To assist or encourage their child and other children in the club or group to:
- Set realistic project and achievement goals
 - Accomplish those goals, where appropriate
 - Participate in club, district, regional, state, national and international programs
 - Use positive reinforcement of each child's part in the group
 - Provide transportation to and from meetings and special activities
 - Attend meetings and special events of the club or group
- To complete a parent volunteer survey and/or discuss with the organizational leader, the areas where you could assist the club. Depending on the time that you have available, you may:
- Plan and facilitate special events for the club or group
 - Learn about the developmental needs of the different ages of children in the club or group
 - Make phone calls
 - Lend use of home for meetings
 - Serve as a project leader or helper in one or more project areas
 - Assist with meetings or special events (tours, fundraisers, fairs, etc.)
 - Serve as an adult advisor to one or more committees
- Time Required:** Approximately 1-5 hours per month (providing transportation, attending meetings, helping child with projects or activity work: varies according to task) through the 4-H year, October to September.
- Resources Available:** New 4-H Family Handbook
Montana 4-H Leaders Handbook
The Montana 4-H Clover Project Selection Guide
- Training Opportunities:** County, District, State and Western Region trainings
- Report To:** 4-H Club Organizational Leader or 4-H Club Project Leader
- For Questions Contact:** 4-H Club Organizational Leader or MSU Extension Office in your county