



JOB DESCRIPTION:

4-H Club Middle Manager

Title of the position:

4-H Club Middle Manager

Overall responsibility:

A 4-H club middle manager is a volunteer responsible for helping to start and maintain 4-H clubs.

Key areas of responsibility:

- Oversee a maximum of 3 to 5 clubs.
- Provide support to 4-H club leaders. Support includes, but is not limited to:
 - Making telephone calls, sending e-mails or visiting to share activity and administrative ideas and deadlines.
 - Providing clubs with leadership or facilitator activities that club leaders and members can participate in.
- Listen to the concerns of the 4-H club leaders and report those concerns to the 4-H county staff. (Provide explanations, descriptions and requirements of activities.)
- Attend a monthly meeting with 4-H staff.

- Update county bulletin and web pages.
- Attend trainings as needed.

Consults with:

- 4-H county staff by telephone and/or e-mail

Time commitment:

- 2 to 3 hours a week and 1 meeting a month
- 1-year commitment

Qualifications:

- 3 to 5 years of 4-H experience as an adult or teen leader
- Age 21 and up
- Understanding of county Extension system
- Understanding of 4-H club structure
- Open-minded, willing to support Extension system
- Ability to communicate technical information to nontechnical audiences

For more information, contact your county 4-H Extension staff.

The 4-H Club Middle Management Project is sponsored by the Michigan 4-H Club Development Committee.



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