



## Santa Barbara County 4-H Youth Development Program CITIZENSHIP KEY LEADER JOB DESCRIPTION

### General Description

The Citizenship Key Leader is generally an experienced 4-H volunteer leader who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in accordance with the Citizenship Initiative. 4-H Citizenship and the Citizenship Initiative strive to develop young people who are engaged and informed of their role in civic affairs and intentionally connected to their communities. It entails getting involved, making decisions, and taking action to create a better club, community, country, and world.

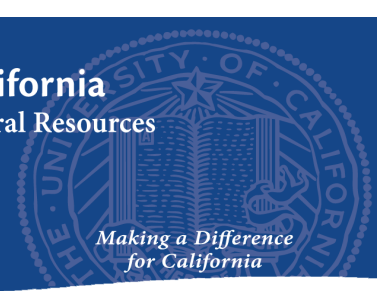
The event/activities that come under the Citizenship category are:

- County-wide and Organized 4-H Club Citizenship programs
- California Focus Study/Travel Program
- Washington Focus Study/Travel Program
- International Exchange Programs
- Other Activities/Events/Programs as developed for additional delivery modes (i.e.: Short-term Programs, Special Interest Programs, School Enrichment Programs, Afterschool Education Programs).

### Objectives

1. To ensure effective management and operation of the county 4-H programming.
2. To strengthen the educational quality of the 4-H Youth Development Program, especially in the Citizenship program area.
3. To incorporate and strengthen healthy living, leadership development, and life skill development in the Citizenship program area.
4. To build and lead a Citizenship Committee that supports the program vision and plan.
5. To provide specialized leadership and support for the Citizenship area within the 4-H Youth Development Program, including the following key components: a) Coordinate planning and delivery of the 4-H Citizenship program; b) Schedule trainings, meetings, tours and service projects; c) Communicate plans with members, parents, instructors, volunteers and 4-H Office; d) Recruit and supervise instructors and volunteers (adults/teens); e) Develop resources such as funding and facilities; f) Promote the 4-H Citizenship program; g) To stay informed of new developments in the Citizenship Initiative and make adjustments to programs or establish new programs as necessary.
6. To provide specialized leadership and support for the Citizenship area, including the following key components: a) Legal Citizenship, which focuses on a citizen's government-guaranteed rights and privileges, as well as duties and responsibilities; b) Patriotic Citizenship, which describes the basic beliefs and values that we share. Our commitment to the ideal of democracy is one of those values; and c) Active Citizenship, which focuses on collective action to address common concerns. It entails getting involved, making decisions, and taking action to create a better club, community, country, and world.





### **Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in the Citizenship program area.
2. Strong interest in Citizenship.
3. Strong leadership skills.
4. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
7. Enthusiasm, patience, and understanding and the ability to motivate youth and adults.
8. Ability to resolve conflict in a timely manner.
9. Ability to communicate effectively.
10. Organizational ability.
11. An understanding of the 4-H Management Board, Program Development Board, Director, and Key Leader concepts in the county and the ability to communicate it to others.
12. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

### **Specific Responsibilities**

1. Follow and abide by the Program Development Board Citizenship Key Leader Job Description.
2. Serve as chairperson of the Citizenship Committee. As chairperson, be responsible for:
  - a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas, and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Providing leadership for the development and implementation of a dynamic and educational program in the Citizenship project area.
  - d. Development, implementation and evaluation activities, special events, or project innovations in accordance with the Citizenship Initiative, as well as local and statewide policies and procedures.
  - e. Special emphasis on Affirmative Action/Outreach
3. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled board meeting (out of approximately 3 to 4 per year).
4. Work closely with other Key Leaders on Program Development Board to:
  - a. Serve as an important link between the Program Development Board and the Citizenship Committee.
  - b. Recruit Key Leaders for Program Development Board.
  - c. As needed, select new Key Leaders (selection of Key Leaders will be a coordinated effort between the 4-H YDP staff, 4-H Management Board, and 1-2 Key Leaders).
  - d. Meet all local and statewide timelines and policies.
5. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and programming expenses.
6. Develop and oversee the Citizenship budget subject to approval by the Management Board.
7. Maintain authority to re-budget between line items or change the budget, up to an





accumulative \$2,000.00, as needed, given the budget remains within the approved budget.

8. Work closely with the 4-H YDP staff.
9. Attend scheduled orientation, and training sessions for Key Leaders.

**Relationships**

The Key Leader will be responsible to the 4-H Program Development Board and the 4-H YDP staff. The Key Leader cooperates with Management Board Directors and other Key Leaders in the county, as well as other adult volunteers, members, and participants in the 4-H YDP, especially those working in the Citizenship areas. Key Leader orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 12-16 hours per month throughout the year would be required to do this job well.

**Reimbursement/Compensation**

1. Telephone bill reimbursement for long distance calls pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*
  - b. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

**Term of Appointment**

The Key Leader shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Program Development Board. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Citizenship Key Leader.

\_\_\_\_\_  
4-H Adult Volunteer

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Date





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4-H Youth Development Program Staff

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Date

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