

## **Texas 4-H Housing and Home Environment Project Leader Position Description**

**Title:** Housing and Home Environment Project Leader for \_\_\_\_\_ 4-H Club/Project Group in  
\_\_\_\_\_ County

### **4-H Project Leader Advisor:**

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

### **Purpose of the 4-H Project Leader:**

Provide structured learning experiences, personal guidance as well as counseling in Housing and Home Environment project opportunities for 4-H members enrolled in the Housing and Home Environment project.

### **Benefits of serving as a 4-H Project Leader:**

- Gain and/or enhance knowledge and skills in the Housing & Home Environment subject matter area.
- 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 project leader.

### **Responsibilities of the 4-H Project Leader:**

- Be familiar with and adhere to the Texas 4-H Rules and Guidelines.
- Provide positive, structured learning experiences for youth enrolled in the Housing and Home Environment project.
- Request training and project materials through the club manager or county Extension agent.
- Become acquainted with the project and activities related to the Housing and Home Environment project. The project experiences are listed in the Texas 4-H Clover, found online at: <http://texas4-h.tamu.edu/publications/>
- Obtain a list of 4-H members in the club/county that are interested in the Housing and Home Environment project.
- Develop an annual project plan based on:
  - Project educational objectives
  - Level of members' experiences
  - Members' specific interests
  - Resources available
- Conduct project meetings and activities.
- Assist members with setting goals and keeping records of achievements in project.
- Provide opportunities for 4-H members to participate in other 4-H activities and events.
- Involve members as junior and teen leaders.
- Encourage parent interest, involvement and support of 4-H activities.
- Coordinate project group activities with club manager and other leaders of the club.
- Provide recognition for members and supporting parents/adults.

### **Qualifications and Special Skills:**

- 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.
- Value the development of positive life skills in youth.
- Value diversity among youth and other adults involved in the 4-H program, creating and maintaining a 4-H project experience where all children feel welcome and opportunities are made available.

**Time Required:** Project leaders serve a one-year term. The 4-H year runs from September 1 thru

August 31 of the following year. 4-H projects are implemented throughout the year; however, project events and activities are sometimes concentrated over a span of a few months.

- Resources and Support Available:**
- 4-H Housing Volunteer Teaching Guide - H&HF 3.022
  - Creative Design for Today's Home - H&HF 3.210
  - Family Resource Management - HMI 2.020

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

I, \_\_\_\_\_, agree to serve as the 4-H project leader for the \_\_\_\_\_ project, meeting the qualifications and fulfilling all responsibilities.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEA Signature

\_\_\_\_\_  
Date