Riverside County 4-H Youth Development Program
LARGE ANIMAL KEY LEADER JOB DESCRIPTION

General Description

The Large Animal Key Leader is a 4-H adult volunteer who serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members in the Large Animal program. The Large Animal Key Leader is responsible for the function of the Large Animal Program Development Committee and for working with the chairpersons of event/activity committees in the Large Animal program. The Key Leader functions as a critical link between the Large Animal event/activity committees, the Program Development Committee, the 4-H Youth Development Program (YDP) staff and the 4-H Office.

The programs, events and activities under Large Animal include:

- Training: Youth Leader, Ethics and other
- Knowledge Bowls, Clinics, and shows
- 4-H Leader Training in the Large Animal field
- Other events pertaining to the Large Animal program

Objectives

1. To strengthen the educational quality of the 4-H YDP. Ensure consistent and dynamic educational program in the Large Animal program.
2. To ensure that programming in the Large Animal program is aligned and consistent with the UC 4-H YDP Framework.
3. To incorporate and strengthen science, engineering and technology; healthy living; and citizenship and leadership in the Large Animal program.
4. To have effective communication link between project leaders in the Large Animal program, the Large Animal event/activity committee, the Large Animal Program Development Committee, 4-H Program Development Board, 4-H Youth Development Management Board and 4-H YDP staff.
5. To provide specialized leadership and support for the Large Animal program within the 4-H YDP. To stay informed of new development in the Large Animal field and make adjustments to programs or establish new programs as necessary.

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 area of the Large Animal program.
2. Interest in Large Animal education.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.

7. Good organizational skills.
8. Either an understanding of or a willingness to devote the time necessary to learn about the Program Development Board and Key Leader concepts in the county and the ability to communicate it to others.
9. Willing to participate in the screening necessary to become a 4-H Adult Volunteer in order to serve as a Key Leader.

Specific Responsibilities

1. Follow and abide by the Large Animal Key Leader Job Description.
2. Work closely with the 4-H YDP staff in the development and delivery of programs in the Large Animal program.
3. Develop and oversee the Large Animal program budget approved by the Management Board. Authority to re-budget between line items or change the budget as needed given the budget remains within the amount allocated.
4. Serve as an active member of the 4-H Program Development Board and attend regularly scheduled meetings (approximately 3 to 4 per year).
    a. Help to carry out the responsibilities of the Board.
    b. Serve as an important link between the 4-H Program Development Board and the Large Animal Program Development Committee and the various event/activity committees. Keep the board informed by giving reports as to their plans, what they are doing and how they are functioning.
    c. As needed, recommend new Key Leader positions to the Management Board for approval.
5. Serve as the chairperson of the Large Animal Program Development Committee. As chairperson, be responsible for:
    a. Operation of the committee, including setting meeting dates (approximately 4-6 per year), reserving the meeting room, meeting agendas and other items needed for smooth committee operation.
    b. Recruitment, selection and orientation of committee members.
    c. Development and implementation of a dynamic Large Animal educational program based on the Key Leader Job Description.
    d. Provide leadership for the training and support of project leaders, 4-H adult volunteers, 4-H members or junior/teen leaders in the Large Animal program to ensure consistent quality programming and adherence to the overall organizational strategic plan.
    e. Keep the Administrative Assistant in the Management Board apprised of all dates of events, trainings, etc. to be put on the county calendar.
    f. Ensure that any fundraising activities to support the Large Animal program are coordinated with the Resource Development Director and within the confines of the overall fund development plan.
    g. Special emphasis on Affirmative Action/Outreach.
6. Work closely with the chairpersons of the various event/activity and ad-hoc committees in the Large Animal program.
    a. Recruit and select the chairperson(s) for the committee(s) utilizing committee membership lists as much as possible.

b. Work with the chairperson(s) of the committee(s) to make sure that members are recruited, timelines and policies are being followed and adhered to and that the committee is functioning so that the educational event or activity is planned, implemented and evaluated.
c. Develop, implement and evaluate new activities, special events or project innovations in the Large Animal program.
d. Ensure planning is based on direction from the Program Development Board, Program Development Committee and the program vision and plan.
e. Keep the Program Development Committee informed by giving reports as to the committee's plans, what they are doing and how they are functioning.
f. Provide support to the committees as needed and as appropriate.

7. Serve as a mentor to the 4-H Youth Leaders on the Citizenship Program Development Committee.
8. Attend scheduled training sessions for Key Leaders.

Relationships

The Key Leader will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Board. The Key Leader cooperates with the 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 Large Animal program. 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 8 to 10 hours per month throughout most of the year would be required to do this job well.

Term of Appointment

Key Leaders shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a one-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process per term.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Large Animal Key Leader.

4-H Adult Volunteer	Date
4-H Youth Development Program Staff	Date

This document was developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Luis Obispo & Santa Barbara Counties and adapted for use statewide.

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