
4-H LEADS FOR LEADERS

THE PROJECT LEADER

90501K

Leader's Guide



The project leader is a teacher. You teach by helping members “learn by doing.” Your classroom is wherever the member must be in order to learn. It may be in the home, a meeting room, in the yard, on the farm, in the neighborhood or on a field trip. Project work should allow members to be actively involved in the learning process.

Qualifications

The qualifications necessary for anyone assuming the role of project leader are:

- interest in young people and ability to communicate with them;
- willingness to devote time and energy to working with youth;
- knowledge of the project area or ability to secure resources for teaching the subject material;
- willingness to update skills;
- patience, enthusiasm; and
- ability to cooperate and organize.

Responsibilities

If you lead a small club, you may have both the organization leader responsibilities and project leader responsibilities. In a large club, work with organization leaders to see that the 4-H members have adequate help.

- *Guidance.* Guide members to projects they have an interest in, have the ability to achieve and the needed facilities and materials to do the work.
- *Enrollment.* Enroll members in projects. See *Leads for Leaders*, section G for information on the project and project manual.

If your group is part of a larger club, members will probably enroll at the monthly club meeting. It is a good idea to check with the organization leader to see that all your members list the correct project. You also should get a list of the members you are responsible for and the projects they are enrolled in.

- *Secure and distribute literature.* Member's project books and leader's guides are available for most 4-H projects. Check with your Extension agent or organization leader to facilitate enrollment and receipt of any literature available.

If you are part of a larger club, the literature will probably be sent to the organization leader.

Try to get enrollments in promptly so manuals can be distributed at your first project meeting.

- *Collaborate with Club.* Work with the club to plan a yearly program that is interesting to all ages and sexes and meets the needs of the members.

A 4-H member who actively participates in project meetings and club events usually maintains greater interest than one who does not.

- *Share Knowledge.* Share your knowledge of the project with members through meetings, tours, individual consultations and written references.

Successful 4-H project work depends on involving the members in the “doing” aspect of learning. You will want to use a variety of teaching methods that involve the members in discussions, demonstrations, exhibits, judging and educational tours. See other sections of *Leads for Leaders* for more information on planning meetings and using different teaching techniques.

- *Update Skills.* Update your skills in subject matter and human relations through leader workshops, consultations with other leaders, Extension staff and through reading.

- *Use Key Resource Individuals.* Involve experienced junior leaders or members in the project teaching. Other resource persons may also be secured.
- *Maintain an Understanding.* Maintain sensitivity to the individual differences of 4-H members such as differences in interests, abilities, personal needs and family support.
- *Advise in Locating New Resources.* Help members find additional learning experiences and resources for themselves.
- *Advise Regarding Projects.* Provide guidance and counsel to members regarding exhibits, demonstrations, records and other activities pertaining to the project.
- *Encourage Participation.* Encourage members to attend and/or participate in broadened learning experiences offered at the county, district or state level.
- *Project Counseling.* Counsel with members regarding the project and their progress toward their personal goals. Recognize their personal growth through praise, added responsibility and trust.
- *Assist with Record Books.* Provide guidance with record books, encourage youth to show at exhibit days or county fairs and identify the members who complete their projects for additional recognition.
- *Inform Parents.* Keep parents informed of club activities; promote parent support through understanding and involvement with the program.

Organize Project Meetings

Most projects have a leader's guide. Study the guide and adapt it to your situation. For each meeting you will want to plan:

- what you want to accomplish;
- the materials you need;
- the materials members need; and
- what members will do.

Plan meetings so members have enough help and time to finish their work. Give each member a definite responsibility as often as possible and try to fit the responsibility to the member's abilities and interests.

Information in other sections of *Leads for Leaders* will be helpful as you plan club meetings.

Leader Support

Each county Extension office can provide help for leaders. This may be given through personal visits, telephone calls, scheduled training meetings, manuals or printed materials, letters, newsletters, audio-visual programs. Ask what your county offers.

Helps are also given at county, district and state meetings and through the *Leads for Leaders* materials.

Position Descriptions

The form on the next page may be filled out to describe the leadership role you will assume.

Position Description

Name:

Title of Leadership Position:

Purpose:

Responsibilities:

Adviser:

Resources:

Time commitment:

Qualifications:

Project Meeting Plan

Date: _____ Time: _____

Place: _____

Project phase: _____

Topic (or skill to be taught): _____

What are members to accomplish? _____

<i>Supplies and Equipment</i>	
What is needed?	Who brings?

<i>Things to do</i>		
Example:	Who is in charge?	Who is to do it?
Introductory remarks Demonstration of topic Discussion by group Group participation Record review and help Judging or other activity Summary		

What can members do before the next meeting? _____

What is the topic of the next meeting? _____

What supplies do members need to bring to the next meeting? _____
