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**Agreement for Growth in Leadership Life Skills**

This agreement is between \_\_\_\_\_  
(4-H member's name)  
serving in a leadership role in the 4-H program, and \_\_\_\_\_  
(helper's name)  
serving in the helper's role.

This agreement begins \_\_\_\_\_ (date) and ends \_\_\_\_\_ (date)

<b>Duties of Leadership Role.</b> You may complete all or part of the duties listed on the role description. List those duties you will do.	<b>Leadership Life Skills</b> you want to learn (see your self-evaluation).	<b>Learning Experiences</b> you will do to learn these skills.

Materials supplied by the 4-H program \_\_\_\_\_

Signed \_\_\_\_\_ (4-H member) \_\_\_\_\_ (helper)

Date \_\_\_\_\_

***This agreement may be revised at any time.***

# 4-H Leadership Role Description: **ACTIVITY LEADER**

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## Duties

## Life Skills

## Self-Eval.

## Learning Experiences

Tasks that a 4-H activity leader should complete for the group to be successful.

This column lists the life skills you need to complete each duty. Life skills are doing, thinking, and feeling skills which help you succeed in everyday life. Some life skills may be needed for more than one duty.

Measure your ability to perform leadership life skills. Indicate with an "x" how well you perform each life skill.  
Need to learn    Need to improve    Can do well

After you evaluate your leadership skills, select learning experiences to help develop them. The learning experiences listed are only suggestions. Your helper will also have ideas for learning activities.

1. Involve members and/or parents in planning activities that will strengthen the 4-H program.

Involving other people.  
Delegating responsibility.  
Goal setting.  
Listening.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make a chart of people involved in an activity and the committees or duties you assign them.  
Make a list of all the jobs to do. Assign someone to each one.  
Listen to an educational tape or read a book on goal setting.  
Practice listening with a friend. Each try repeating what the other says. Check for accuracy.

2. Guide and direct leaders or committees helping conduct the activity.

Involving other people.

\_\_\_\_\_

Learn to involve others in committees by practicing involving others in recreation activities.

3. Attend leader training activities related to the event or activity you are coordinating.

Acquiring knowledge.  
Listening.

\_\_\_\_\_

\_\_\_\_\_

Keep a notebook of leader training information.  
You and a friend try keeping notes while you listen in a meeting. Check each other for accuracy.

4. Communicate and work with organizational leader and attend regular meetings as needed.

Adapting programs and ideas.  
Asking questions.

\_\_\_\_\_

\_\_\_\_\_

Find a clever idea related to your favorite hobby in a magazine, newspaper or book. Plan how you can use the idea in your local 4-H group or another group.  
At the next training meeting, write down two questions you want to know the answers to ask them.

5. Provide leadership in planning training meetings related to activity.

Cooperation and teamwork.  
Verbal communication.

\_\_\_\_\_

\_\_\_\_\_

Work with a friend to do a team demonstration, plan an activity or teach a workshop cooperatively. Share responsibilities.  
Observe a committee in progress. Notice who talks, how often, what is said, reactions of other committee members. Discuss with your helper.

6. Provide leadership in conducting training meetings related to activity.

Identifying needs and interests.  
Program planning.

\_\_\_\_\_

\_\_\_\_\_

Conduct a survey by asking the activity committee or 4-H'ers to list three things they would like to learn related to an activity.  
Write a lesson plan for a training meeting related to the activity you are working on or one you enjoy. Refer to project leader guides. Ask 4-H'er to assist you.

7. Assist in identifying, locating, and securing community resources, including volunteers.

Delegating responsibility.  
Organizing people and programs.

\_\_\_\_\_

\_\_\_\_\_

Write an outline for a training meeting. Ask a teacher or experienced workshop instructor to help you write and review it. Is everything included? Have you made all arrangements?

8. Make necessary arrangements for meeting place, program materials, equipment and other needs.

Teaching.  
Verbal communication.  
Helping others.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observe a teacher that you really like. What kinds of things does he or she do that you really like?  
Give a demonstration at your local 4-H meeting.  
Ask an experienced 4-H'er in one of your projects if you can assist him or her in teaching a workshop.  
Read the directions for use on a label. Try repeating the directions to a friend or your helper. Could they understand them?

9. Publicize the activity.

Giving directions.

\_\_\_\_\_

Participate in a local club or county 4-H fund drive.

10. Evaluate the activity's value to the people who participated and the people who helped conduct the activity.

Motivating others.  
Identifying and using resources.

\_\_\_\_\_

\_\_\_\_\_

Make a list of three potential financial resources, three potential volunteers and three potential material resources to help with a 4-H activity. Review the list with your helper.

11. Train assistant activity leader.

Coordinating.  
Accept responsibility.  
Time management.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observe an experienced activity leader.  
Observe experienced activity leaders. Try to identify the things they do that show responsibility. Discuss with your helper.  
Make a list of all the things to be done for an activity and deadlines. Check off as completed.

12. Publicize the activity.

Written communication.  
Reporting.

\_\_\_\_\_

\_\_\_\_\_

Study a guide for newswriting. Practice writing news article about 4-H activities. Ask an experienced 4-H reporter to review them.  
Keep a notebook or folder of all news articles that you write.

13. Evaluate the activity's value to the people who participated and the people who helped conduct the activity.

Evaluating.

\_\_\_\_\_

As you complete evaluation forms for other activities, study them. What kind of questions do they ask? How are they written? Are they easy to complete? What will they tell you?

14. Train assistant activity leader.

Delegating responsibility.  
Teaching.

\_\_\_\_\_

\_\_\_\_\_

Work with an experienced activity leader to make a list of all the duties for an activity leader. Practice dividing those tasks among committee members.  
Apprentice to an experienced activity leader. Observe the teaching skills he or she uses to teach you.