PEI 4-H Council Project Leader

The 4-H Project Leader facilitates 4-H's motto, "Learn to Do By Doing". To get the most from their project experience, members need to be actively involved in choosing their projects, setting their project goals, and making decisions about when and what they will do to accomplish those goals. Project leaders serve as guides for members as they set off on their project adventure. They teach 4-H members technical knowledge and project skills.

Main Areas of Responsibility

Complete Requirements to Become a 4-H Project Leader

- Complete 4-H New Leader Screening Process.
- Complete a Returning 4-H Leader form each year.
- Provide an updated Police Record Check every five years.

Plan Project Meetings

- Establish a broad outline for the year's project meetings.
- Determine dates, times, and locations for meetings.
- Set objectives for project meetings. Always remember to be flexible and adaptable.
- Determine appropriate teaching methods for projects, based on member age and skill level.
- Design lessons for projects, keeping members' interests in mind.
- Ensure all members are included in activities.
- Become familiar with project Achievement Day requirements.
- Obtain project guides, leader's project resource manual, and other necessary resources from 4-H website, or from 4-H Specialist (ordering beforehand is recommended).
- In the case of Create-a-Project, you must develop a project guide.
- Identify resource people, as needed.
- Communicate with members and their families to inform of project requirements, supplies needed, and potential costs at beginning of the year (or as early as possible).
- Monitor risk associated with project activities. When an accident happens, please complete an incident report and submit to the 4-H office.

Conduct Project Meetings

- Help members get acquainted.
- Ask members to report on their projects, addressing any questions they may have.
- Introduce upcoming topics, gaining members' interest.
- Provide group instruction, using appropriate teaching method (e.g., including to provide supportive materials [e.g., technology, tools]).
- Provide opportunity to practice new activity, if applicable.
- Coach members in the skill being developed and to work to achieve their best.
- Evaluate members' performance, providing feedback. Work with the member to bring out their best work.
- Provide instructions for next meeting (e.g., homework to be done, items to bring).

Prepare for Achievement Day

- Encourage and assist members in completing their 4-H project in time for Achievement Day by setting project completion goals.
- Schedule time for members to practice, if applicable.
- Complete member evaluations.

- Work with club leadership to identify other Achievement Day responsibilities (i.e. booking judges, helping with refreshments, etc.).
- Invite community to celebrate members' achievements.

Key Attributes of PEI 4-H Project Leaders

Knowledge, Skills & Abilities

- Scheduling
- Planning
- Organizational skills
- Knowledge of programs and services
- People skills
- Networking
- Communication skills
- Training, coaching, mentoring, supervising, evaluating performance
- Problem solving
- Conflict resolution skills
- Competency in various project areas

Behaviors, Attitudes & Personal Characteristics

- Multi-tasker
- Team player
- Positive attitude
- Problem solver
- Empathic
- Respectful
- Detail-oriented
- Flexible
- Encouraging
- Creative
- Enthusiastic
- Ethical
- Compassionate
- Committed to youth development
- Organized
- Patient
- Inspirational
- Leadership skills
- Strong sense of self worth