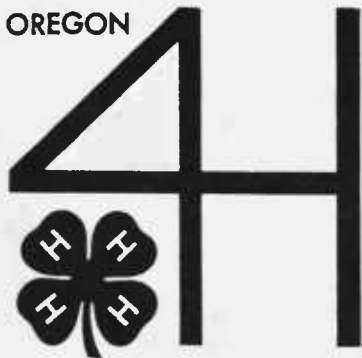


OREGON



# JUNIOR LEADERSHIP

## A Project for Older Youth

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### This is Your Opportunity to Develop Leadership Skills!

As a junior leader you will share leadership responsibilities with an adult 4-H leader. You'll work with younger 4-H members and plan a program of work with an adult leader. Set your own pace; the amount of leadership you undertake will depend on you.



OREGON STATE UNIVERSITY EXTENSION SERVICE

4-H 651

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## Junior Leadership

You will face challenges as a junior leader. Junior leadership offers you opportunities to have lots of fun along with work and responsibility.

As a junior leader you will have the opportunity to make many new friends. You'll plan programs and work with energetic, enthusiastic youth and adults.

Serving as a junior leader will give you a place in your community, an opportunity to be recognized, and a challenge to learn more about people.

The junior leadership project offers you an opportunity to have worthwhile experience in leadership work at an important period of your life. This experience will be beneficial throughout life.

## Who Can Be a Junior Leader?

You can enroll in this project if you:

- Are in the 7th grade or above.
- Have completed one year of satisfactory 4-H work or equivalent experience.
- Have approval from the adult leader of the club with which you want to work.

## What Are Your Responsibilities as a Junior Leader?

- Have a conference with your 4-H leader. Identify areas in which you will help and areas where you will have complete responsibility. Parents should be encouraged to attend, especially for first-year junior leaders.
- Junior leaders should attend special junior leader workshops and those training meetings the leader deems desirable.
- Outline your plans in written form.
- At the end of the year, evaluate your work. Then write a summary of what you have accomplished in your Junior Leaders' Record Sheet.

## Function of Junior Leaders and Adult Leaders

Both the junior leaders and adult leaders have a place and responsibility in a 4-H club.

### Junior leaders are necessary:

1. To express the thinking of boys and girls of similar age. Junior leaders are nearer the age of the members than the adult leaders.
2. To furnish the enthusiasm that is needed in an active 4-H program.
3. To carry out certain phases of the program that are planned by the junior leader, adult leader, and the 4-H members.

### Adult leaders are necessary:

1. To know what is expected of the club and its membership. The junior leader looks to the adult leader as a source of information and as an interpreter.
2. To direct the thinking of the group so ideas will flow harmoniously.
3. To inspire junior leaders and all the members of the club. Further, the leaders keep the school, community, and parents informed of the 4-H club program and achievement.

## Suggested Leadership Activities

- Supervise members as they fill out their enrollment forms. Check over the forms for completeness and accuracy.
- Teach members how to hold and conduct an election and how to conduct a business meeting.
- Help officers with their duties. You should not be an officer.
- Teach members how to fill out records. See that they are kept up-to-date and are complete at the end of the year.
- Teach and supervise part of the actual project work.
- Give "show me" demonstrations or presentations at club meetings.
- Teach members how to "show and tell."
- Assist leader or provide leadership with practice judging and identification sessions.
- Plan and conduct special activities in various areas such as health, safety, first aid, grooming, etiquette, conservation, and marketing.
- Help recreation and song leaders.
- Plan new games and songs.
- Plan hikes, cookouts, or parties with members.
- Help club reporter write news stories.
- Be prepared to take over club duties from the adult leader if he or she is absent.
- Help members prepare exhibits and displays to tell the 4-H story to others.
- Organize members to help on community drives.
- Make and carry out plans for a Community Pride program and other community service efforts.
- Others, as you and your leader agree upon.

## Rewards of Junior Leadership

You serve as a junior leader largely because of your willingness to help other boys and girls. Junior leadership gives you an opportunity to learn how to work, play, and share experiences with club members under adult guidance.

Among rewards are:

1. To observe the development and achievement of club members you have assisted.
2. The satisfaction of knowing you have given help to others.
3. The privilege of meeting new people and working with boys, girls, and adults.
4. The expressed appreciation and approval from your leader and other adults in the community.
5. The opportunity for self-development.



## Guidelines for Junior Leadership

You are developing your abilities to work with individuals in various ways and situations—helping young members, cooperating with adult leaders, and beginning to get acquainted with parents. Working with others requires recognition of what each individual knows, is able to do, and deems important. You need to understand some key principles which help to explain people's behavior. Then you need to learn to apply these principles to your own actions as a basis for understanding the actions of others.

### Understand yourself

How well do you know the teenager you see in the mirror every morning? YOU are the most fascinating subject there is for YOU to study! Understanding yourself is the first step toward understanding others. To help you see yourself, try asking yourself the questions listed below. Add your own questions to help complete the picture of yourself.

**How good is my knowledge?** Do I recognize good standards of work? Can I accept and use new ideas? Do I plan and use my time well? Do I complete or follow through on the project?

**What skills do I have?** Am I able to tell others about my ideas? Can I do many tasks well? Can I work with other people? Do I listen and learn from others?

**Are my attitudes acceptable?** Do I really care about other people or do I use them to get ahead? Am I sensitive to the other person's needs, abilities, and reactions? Can I give responsibility to others instead of trying to do everything myself? Can I find pride and satisfaction in helping others do things without being "front and center" myself? Can I accept suggestions from others gracefully?

### Working with Younger Members

Here are some guidelines you need to remember as you work with younger members.

**Young members need to belong.** Every boy and girl needs to feel accepted by others in their group. Each child is different so accept a member for what he or she is; guide members in the direction of their abilities.

**Young members need to develop skills.** For the young member, skills are exciting and all-important. He or she needs a chance to learn how to do many things successfully.

**Young members need responsibility.** The young member is able to make only a few choices and accept limited responsibility. Very young members have about all they can do if they learn to be responsible for their projects, records, and some participation in club meetings. You should help members add responsibilities as they move along in 4-H. Encourage three- to five-year members to expand project efforts.



**Young members need to achieve.** Younger members need a feeling of accomplishment. Each 4-H member is different. Likewise, each member will develop a sense of accomplishment in different ways and at different levels.

**Young members want limits.** Younger members need guidance, direction, and definite limits, preferably ones which they set for themselves. Your job is to guide and direct your younger members to do what they want as long as it is within their program, is within their abilities, and is in the spirit of 4-H.

**Young members need values.** Opportunities to put the Heart "H" into practice are important to young members. They will try hard to live up to the ideals of the 4-H Pledge. They will look to you as a living example of those ideals. You can help them by remembering to try to:

- Set standards of good sportsmanship.
- Always be willing to help out whether or not you are in charge or will get credit.
- Show your enthusiasm for 4-H. Set an example by your own attitude, good project work, and full participation in the program.
- Speak well about others. Find good things to praise, not weaknesses to criticize. Any criticism must be constructive, not destructive.

### First-year members are special

Your work as a junior leader is concerned largely with the new and younger 4-H members. You will be able to help them have experiences in 4-H which will give them satisfaction. All young people in the process of growing up desire a:

- Sense of personal worth, attention, and prestige.
- Feeling of accomplishment.
- Continuing sense of personal security.

### Tips for meeting these needs:

1. Make each member feel important when he or she first joins the club, during the year, and at the end of the year.
2. See that every first-year member has something special to do in carrying out club activities.
3. Make certain that each first-year member has the necessary information, supplies, and help to complete projects.
4. Plan some special ways that parents of new members may know about and be interested in your 4-H club. Parent involvement and knowledge will make your experience more rewarding.
5. Work out several ways to give recognition to members who do not exhibit or compete.
6. Help the new members to take part in some community activity. This can result in favorable recognition and gives prestige to the members.

### Working With Adults

The relationship between yourself and your leader is the key to your personal development and contribution to the 4-H program. You are trying to become less dependent upon the adults close to you; at the same time you're learning to cooperate with them in an adult world.

Some guidelines to help you reach a good relationship are suggested here.

- Remember that adults like recognition, acceptance, and consideration as much as you do.
- Show genuine interest in your adult leader.
- Discuss plans, new ideas, and suggestions with your leader before starting them.
- Promote understanding between adults and young members.
- Learn to give and accept suggestions graciously.
- Try to see and feel a situation through adults' eyes.
- Gain confidence of adults by being dependable for following through on jobs planned.



### Planning Your 4-H Junior Leadership Program

Consult with your leader when determining the responsibilities you will assume. This should be accomplished at the beginning of the year, preferably before the club activities start.

Identify your goals and possible ways to obtain them. These should be developed with help from the members, parents, and your leader.

Plan regular conferences with your leader to discuss progress and to plan for the club program. You should:

- Discuss what is expected to be accomplished.
- Decide what steps will be followed to accomplish the job.
- Determine what preparation and equipment are needed and what help is needed.
- Evaluate progress you have made.

Plans can and should be changed as necessary when situations and interests of the club change.



### Materials a Junior Leader Should Have

It is recommended a junior leader receive the following:

*4-H 651R - Junior Leadership Records*—All junior leaders should receive a record form. It gives both the junior leader and adult leader an opportunity to plan and evaluate the year's experience.

*4-H 240L - Planning a 4-H Club Program, 4-H 0242L - Organizing a 4-H Club, 4-H 0243L - Leadership Skills for Success, and 4-H 0244I - Facts about 4-H*—General 4-H leader publications that will be helpful to junior leaders in working with the 4-H club program.

### Acknowledgement

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