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Junior Leadership: To the 4-H Adult Leader

Agricultural Extension Service

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WHAT IS JUNIOR LEADERSHIP?

Junior leadership is intended to assist our young people to grow into adults who can adequately and satisfactorily care for themselves and their families, who are competent and willing to share and assume civic responsibilities. To be more specific, junior leadership has been developed in the 4-H club program to help young people meet their growing needs and make a major contribution to the effectiveness of the entire 4-H program.

Junior leadership is intended to give the older, more experienced, more mature 4-H club members experience in leadership work. As they are provided opportunities for personal development, they are also helping other club members help themselves. Thus, younger members benefit. It gives the opportunity to have more members participate in club activities and do better project work. It provides help for the adult leaders by making junior leaders available to fill some of their duties.

The junior leader injects the youth viewpoint into the club program and may generate club enthusiasm. Thus it serves as one tool to hold the club member. The importance of junior leaders is largely determined by the interest of leaders and the boys and girls.

WHO MAY BE JUNIOR LEADERS?

A member interested in junior leadership should:
1. Be 14 years of age on or before January 1 of the current year.
2. Be enrolled in at least one project and one or more activities. Several years of work in the same project or activity will be advantageous to the junior leader who has that project or activity as his responsibility.
3. Have had three or more years of successful experience as a club member.
4. Be an active 4-H member applying the philosophy of not only do as I say, but do as I am doing.

Besides these requirements, the member who wishes to be a junior leader should have shown by past performance that he enjoys working with others, that he represents what club work stands for, that he can take orders and suggestions, can plan his work in advance, does a good job in project work, is well liked by other club members and that he has their respect, has the desire to be helpful to the group as a whole, and who shows signs of really caring for the program but in need of a greater challenge.

RESPONSIBILITY OF THE JUNIOR LEADER

The junior leader should have a certain responsibility in the club program.

1. A junior leader can be assigned to one or more 4-H projects, helping younger members in the club become familiar with the project by giving them the benefit of his past experience in that project.
2. A junior leader can be in charge of one main activity of the club, or perhaps all of the activities.
3. A junior leader may help with the general club program. This means that he will be helping with organization of the club, planning the club program, checking record books, getting new club members started, and the like.
4. Junior leaders may be in charge of special events such as club tours, Rural Life Sunday, parents night, or securing new members.

No attempt is made to set a standard of completion for junior leadership. This would be impossible to do because members have different abilities and because clubs work under different conditions. This is the decision of the adult leader and/or extension agents.

RESPONSIBILITY OF THE ADULT LEADER TO THE JUNIOR LEADER

The adult leader has certain responsibilities to members serving as junior leaders in the club.

1. Leadership opportunities must be provided for the junior leaders to perform.
2. Start junior leaders with a few responsibilities clearly defined.

By Henrietta Gohring, State 4-H Club Agent
3. Provide training for the accomplishment of these responsibilities.
4. Each year a junior leader re-enrolls the adult leader should provide additional responsibilities as demonstrated by the ability to do more jobs.
5. As each job is completed, another responsibility calling for more skills should be offered.
6. The leader should be aware of the leadership ability of this age group, and of members with whom the junior leader will be working.
7. The junior leader needs inspiration and help from the adult leader to accept the responsibility that goes with the job—also to do a variety of jobs well.
8. Security in the job is gained by giving effective training, guidance, and recognition.
9. Beginning junior leaders cannot be expected to do the job of more experienced junior leaders. Therefore, jobs need to be selected by abilities and interests of the members.

Club experiences are not to be confused with junior leadership itself. Training must accompany a responsibility. Junior leadership is based on the idea of working through others.

RELATIONSHIP BETWEEN LOCAL ADULT AND JUNIOR LEADERS

To carry out a good program in junior leadership, the junior leader must remember that the adult leader has the responsibility of seeing that the job is done, but not doing it for the junior leader. Both must remember that the club has ideas too. Good leadership is not a one person job but many persons thinking, planning, working, and reviewing together.

WHAT IS INVOLVED IN THE INDIVIDUAL AND THE JOB OF A JUNIOR LEADER?

The job is largely determined by the abilities of the 4-H members, their interests and motives. A job is selected according to the motives, abilities, and interests of the junior leader. This member must do the little things above and beyond the call of duty or personal satisfaction—not just to meet a requirement.

Usually junior leaders evolve from the membership of the local club. If the junior leader or adult leader is below average ability, junior leadership will be very limited in a club—sometimes impossible. The same is true if local leaders are not adequately trained.

If the selection and approval for a junior leader comes from the group, usually it is more meaningful than being appointed. In many clubs sincere, successful, ambitious members volunteer to serve. You as the leader may have noticed desirable attitudes, the need for more responsibility to keep their interests, the need to develop their initiative, the need to develop their ability as a leader or to keep them in 4-H and you may have asked them to help in leading the club.

JOB RESPONSIBILITIES FOR JUNIOR LEADERS

There are several ways responsibilities may be delegated to junior leaders.

One method of approach is listing junior leadership jobs from junior leader handbooks and the junior leader and adult leader adding to these jobs from experiences and observation in local situations. Together the local adult and junior leader select the jobs which seem to fit their needs. These jobs are completed during the year and some new ones may be added. Some are jobs completed in a short time; some require a longer period.

Another approach is first to make a list of the functions and activities of the club by the adult and junior leader such as club organization, election of club officers, appointment of committees, selection of projects, planning the club program, tours, demonstrations, exhibits, keeping records, judging, evaluation and recognition, etc. Second, check on current jobs to be done at each of the functions, giving special attention to the jobs that can be done by junior leaders in the club. The specific choice and acceptance of assignments of two, three, or more jobs to each junior leader follows. This calls for advanced planning, training, and evaluation.

Another job approach is for junior leaders to make a suggestive list of jobs to be done based upon their own personal observations. Then the local adult leader and junior leader add to the selection jobs that fit the local club.

Planned opportunities are necessary to have junior leaders assume the responsibilities or roles made available to them. After each job is accomplished there should be another job requiring more skill and ability. These jobs are not just assigned to a junior leader, as this is limiting in itself. It is important that the junior leader has some choices of jobs to be done.

TRAINING FOR JUNIOR LEADERS

Planned training for each job to be done by the junior leader is necessary.

One training procedure is for the local adult leader to consult privately with the junior leader prior to the time that the job is to be done. Together they discuss and make a simple outline of the job. This training should be realistic and on a practical level that will be easy for the junior leader to apply. Learning is motivated by the fact that the training received is to be applied at the time or soon afterwards in the actual activities of the club.
A second training method is county-wide, district, and state training meetings. At these meetings, county extension agents, state club staff and specialists may assist with training. To be most effective, junior leader training should be county-centered to the local club leader and they in turn train the local junior leader.

**RECOGNITION OF JUNIOR LEADERS**

The local adult leader is very helpful in promoting respect on the part of the club members toward the junior leader and having the members call upon them for advice and counsel.

The junior leader needs to be recognized for a job well done and this needs to be done publicly. The evaluation of the job done and suggestions for improvement should take place privately. Junior leaders can grow through such experiences and evaluations.

Check with the county extension agents for recognition on the county and state level for work done by junior leaders.

**SUGGESTED RESPONSIBILITIES OR JOBS FOR JUNIOR LEADERS**

<table>
<thead>
<tr>
<th>First Year Junior Leaders</th>
<th>Two or More Years of Junior Leadership Experience</th>
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<tbody>
<tr>
<td><strong>Project Responsibilities</strong></td>
<td><strong>Project Responsibilities</strong></td>
</tr>
<tr>
<td>- Visit new or younger members and help them with their club work</td>
<td>- Serve as project leader in the local club</td>
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<tr>
<td>- Help members with their records</td>
<td>- Help members plan and prepare demonstrations</td>
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<tr>
<td>- Help members plan and prepare their exhibits</td>
<td>- Help members with judging</td>
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<tr>
<td>- Help with recreation</td>
<td>- Help members complete and turn in records</td>
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<tr>
<td>- Help with singing and music activities</td>
<td>- Help members prepare speeches, radio talks, or TV programs</td>
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<tr>
<td>- Help with a safety activity</td>
<td>- Help new members choose projects suitable for them</td>
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<tr>
<td>- Help with a citizenship activity</td>
<td>- Explain club activity program at a club meeting</td>
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<tr>
<td>- Help with a community service activity</td>
<td>- Plan club recreation program</td>
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<tr>
<td>- Visit homes and help members with projects</td>
<td>- Plan specific club activity programs</td>
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<tr>
<td>- Assist club in securing and maintaining material for library such as bulletins, catalogues, books, report blanks, etc.</td>
<td>- Explain project requirements to new members</td>
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<tr>
<td>- Plan an occasional “surprise” for meetings</td>
<td>- Inform parents of project requirements of members</td>
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<tr>
<td>- Survey prospective new members</td>
<td>- Visit homes and help members with projects</td>
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<tr>
<td>- Assist with the pledges, initiation, ceremonies, installation, and training of officers</td>
<td>- Assist with parliamentary procedure at club meetings</td>
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<td>- Be responsible for room arrangements for meetings</td>
<td>- Help keep and report club records that go to the county extension office and club scrapbook</td>
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<tr>
<td>- Assist with re-enrollment of club members for next club year</td>
<td>- Help with record books in starting, periodic checking, and final completion</td>
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<td></td>
<td>- Survey prospective new members</td>
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<td></td>
<td>- Plan club exhibits and floats</td>
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<td>- Organize a judging or demonstration day or local Achievement Day for your club</td>
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<td></td>
<td>- Work on special committees by representing the adult leader or club when requested to do so</td>
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<td>- Starting their own 4-H club</td>
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</table>
Special Event Responsibilities

- Help organize a parent night
- Assist with the planning and carrying out of club picnic, Share the Fun, and other events
- Assist with money raising for club
- Assist with Red Cross, polio, and other drives
- Plan a parent night
- Conduct field trips or club tours
- Assist with the planning and carrying out of club picnic, Share the Fun, and other events
- Plan money raising event for club
- Assist with Red Cross, polio, and other drives

SUGGESTED PLANS FOR DECIDING THE JOB FOR JUNIOR LEADERS

PLAN I.

<table>
<thead>
<tr>
<th>Jobs I am now doing</th>
<th>Junior Leaders can help</th>
<th>Things our club could do if I had the time</th>
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1. Analyze your own job as club leader. List all the things you are doing now as club leader, including everything from attending leader training sessions to organization and serving of refreshments.

2. List all the things you would like the club to do that would make it a better group—if you only had the time.

3. Now determine with the young people in your club those who might be responsible for many of these jobs that you are now doing or would like to do.

PLAN II.

Work of the ________________ 4-H Club for 19______ Probable jobs for junior leaders

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JOB BREAKDOWN OR OUTLINE FOR TRAINING JUNIOR LEADERS

Steps (What to do) | Key Points (How to do it)
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