

VOLUNTEER LEADER ASSESSMENT RUBRIC

(Quick Reference for Staff)

Rating Scale:

- **1 – Room for Growth** – Rarely demonstrates competency; requires significant staff support.
- **2 – Emerging** – Shows effort, but inconsistent; requires coaching.
- **3 – Effective** – Meets expectations with minimal support.
- **4 – Strong** – Often exceeds expectations; proactive and reliable.
- **5 – Exemplary** – Model for others; goes above and beyond.

Rubric (Side-by-Side Reference)

Competency	1 – Room for Growth	3 – Effective	5 – Exemplary
Youth Development	Activities not inclusive or engaging	Creates safe, welcoming, and engaging experiences	Dynamic, inclusive environments where all youth thrive, youth have voice.
Program Leadership & Organization	Meetings lack structure; poor follow-through; volunteer driven	Plans/delivers activities with basic organization	Highly organized; engaging, timely, well-prepared, youth are making decisions on their behalf
Youth Voice and Leadership	Adults make most decisions; youth seldom plan or lead activities.	Youth share ideas and help plan or lead portions of meetings or events.	Youth routinely plan and lead club activities with adults serving as mentors.
Developmentally Appropriate Activities	Activities are not age-appropriate	Provides age-appropriate activities for most youth	Designs activities tailored to each age group, maximizing growth
Youth Safety	Frequently overlooks safety/risk guidelines	Consistently applies safety and risk management basics	Anticipates risks, models safety, ensures others follow
Communication	Rarely communicates or is unclear	Communicates clearly and respectfully	Proactive, transparent communicator who builds trust
Community & Parent Engagement	Does not involve parents/community	Occasionally recruits helpers; basic engagement	Actively recruits and sustains strong partnerships
Commitment to 4-H Values & Policies	Inconsistently follows policies; poor role model	Consistently follows policies; positive role model	Champions 4-H mission; mentors others in values/policies

CLUB/CLOVERBUD LEADER SELF-ASSESSMENT

Leader Name:

Club Name:

Date of Review:

Reviewed By:

New Volunteer

Returning Volunteer

Role:

Club Leader

Project Leader

General Volunteer

Advisory/Foundation/Parent-Volunteer Association (PVA)

Rating Scale:

1 = Room for Growth | 2 = Emerging | 3 = Effective | 4 = Strong | 5 = Exemplary

Assessment Categories

Area of Competence	1	2	3	4	5	Notes/Examples
Youth Development – Creates a safe, inclusive, and engaging environment for all youth.						
Program Leadership & Organization – Plans and carries out meeting/activities, manages logistics, and ensure program quality and engaging activities						
Youth Voice and Leadership – Creates and environment where youth are encouraged to take leadership, practice decision making, master responsibility, etc.						
Developmentally Appropriate Activities – Provides age-appropriate experiences that support growth, especially for Cloverbuds [ages 5-7]						
Youth Safety – Priorities physical and emotional safety; follows risk management procedures.						

Communication – Keeps open, respectful communication with youth, families, and Extension staff.

Community & Parent Engagement – Involves parents, recruits helpers, and builds local partnership to assist with the club and activities.

Commitment to 4-H Values, Guidelines and Policies – Models positive behavior, follows 4-H rules and guidelines, participates in county PVA/leadership meetings or has club represented, etc.

Annual review of University Guidelines Completed

Working with Minors

Respecting Civil Rights

Volunteer Continuing Education Completed [list title and date]

- 1)
- 2)
- 3)
- 4)

Strengths Noted

Areas for Growth/Training Needs

Recommended Next Steps

Continue in current role

Provide additional training/support in:

Consider expanded leadership opportunities

Recognition recommendation [Volunteer's performance worth of formal acknowledgment or nomination]:

Staff Signature:

Date:

Volunteers Signature (optional):

Date:

Upload form to data management/enrollment system.