



## Volunteer Job Description 4-H Youth Development Ohio State University Extension, Clark County



### **Position Title:**

*4-H Volunteer Committee Member*

### **Time Required:**

*20+ hours*

### **Location:**

*Clark County Committees: Beef, Dairy, Dog, Goat, Home Economics, Horse, Rabbit & Poultry, Sales, Sheep, Shooting Sports, Swine and 4-H*

### **General Purpose:**

- ◆ Support and advise 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

### **Specific Responsibilities:**

- ◆ Be committed to young people and their growth in all areas.
- ◆ Help analyze the needs and interests of county youth and volunteers.
- ◆ Assist with planning, conducting, evaluating, and recommending 4-H educational experiences, methods and programs, including the county fair that will meet the needs and interests of youth.
- ◆ Assist with clinics, workshops, quality assurance programs, weigh-ins, tag-ins, etc. and provide the people-power at county fair to conduct shows, events, barn supervision, sales, etc. where appropriate.
- ◆ Commit to attending committee meetings and be an active participant in the committees' business, goals, objectives, mission and efforts.
- ◆ Assist in the recruitment and development of appropriate 4-H volunteers.
- ◆ Secure material resources, as needed, to conduct, promote and expand the 4-H program.
- ◆ Promote favorable public relations and image for the 4-H program.
- ◆ Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information or help as deemed important.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' and volunteers' ideas, assistance, cooperation, support and attendance at 4-H activities.
- ◆ Follow all 4-H guidelines and policies of the Ohio State University Extension, Ohio 4-H Program and Clark County 4-H program.
- ◆ Read 4-H newsletters and literature from the Clark County Extension office and keep members, parents and/or other volunteers informed.
- ◆ Participate in volunteer development opportunities to stay current and enhance your volunteer leadership skills.
- ◆ Praise members and/or volunteers for the progress they make.

## **Qualifications:**

### **An individual serving as a Volunteer Committee Member must have:**

- ◆ A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to work and communicate effectively in verbal and written forms.
- ◆ The ability to motivate members, parents and other volunteers to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and professional staff in an educational setting.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and Clark County 4-H program.

### **Ohio State University Extension Agrees to:**

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, volunteers, and parents.
- ◆ Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- ◆ Have professionals available to consult with volunteers on a one-to-one basis.
- ◆ Provide opportunities for professionals to listen to volunteers' ideas to help improve the 4-H program.
- ◆ Provide appropriate recognition and awards to volunteers.

### **Mentor/Supervising Professional:**

*Patty House*

*Extension Educator*

*4-H Youth Development*

*OSU Extension, Clark Co.*

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