



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



Position Title:

4-H Club Volunteer (Project and Activity)

Time Required:

40 hours+

Location:

Communities in Clark County

General Purpose:

- ◆ Serve as a liaison between the Clark County Extension office/ Clark county 4-H professionals and 4-H members, their parents and other volunteers with regard to 4-H club programs.
- ◆ Support 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.
- ◆ Assist club members in all 4-H project-related areas.
- ◆ Advise members in coordinating/conducting club activities (community service, fund raising, club trips & tours, recreational activities, achievement programs, promotional activities, parent's night and others).
- ◆ Coordinate and conduct educational club activities related to project area interests.
- ◆ Check members project progression and assist members in preparation for project judging, skillathon and show.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Encourage 4-H members' and parents' interest and participation.
- ◆ Welcome parents' ideas, 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.
- ◆ Recruit new members when the club has openings.
- ◆ Attend all (or most) of the club meetings and activities.
- ◆ 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.
- ◆ Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work, but not do their child's project work.
- ◆ Inform members and parents of 4-H project judging/skillathon requirements and dates and 4-H and/or Junior Fair events, activities and shows and their dates and requirements.

- ◆ Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise members for the progress they make.

Qualifications:

An individual serving as a 4-H Club Advisor must have:

- ◆ The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership in the youth.
- ◆ 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 the Clark 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 professional 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

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