

# Volunteer Position Description

## 4-H Youth Development

**Position Title:** 4-H Cloverbud Volunteer

### Time Required

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

### General Purpose:

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

### Specific Responsibilities:

- ◆ 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
- ◆ Follow the Cloverbud guidelines and policies of Ohio State University Extension, Ohio 4-H Program, and Clark County 4-H program
- ◆ Provide an emotionally and physically safe environment
- ◆ Serve as a liaison between the Clark County Extension office/staff and 4-H Cloverbud members, their parents/guardians, and those working with you
- ◆ Support 4-H professionals and members in conducting meaningful educational experiences to help young people grow and reach their fullest potential
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities
- ◆ Give support and recognition to members
- ◆ Understand the importance of being a positive role model
- ◆ Have fun
- ◆ Let the 4-H Cloverbud children know you care
- ◆ Be committed to young people and their growth in all areas
- ◆ Utilize the Ohio 4-H Cloverbud Curriculum Instructional materials or other approved activities while working with 4-H Cloverbud children
- ◆ Be aware of available learning experiences and help the club members select appropriate activities
- ◆ Maintain open communications with other club volunteers
- ◆ Be dedicated to young people and sensitive to their needs
- ◆ Attend 4-H Cloverbud events, meetings, and activities
- ◆ Read 4-H updates and literature from the Extension office and the 4-H APP, web site, social media, e-mails/text messages and keep members, parents, and others informed
- ◆ Participate in appropriate volunteer development opportunities
- ◆ If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteerexpectations>

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### Qualifications & Expectations:

- ◆ Work with volunteers and 4-H professionals to teach and motivate youth, while nurturing positive self-esteem, decision making, responsibility, and leadership
- ◆ Be dedicated to youth and sensitive to their abilities and needs
- ◆ Interest in learning the characteristics of 4-H Cloverbud-aged children
- ◆ Work with minimal supervision from professional staff
- ◆ Become familiar with and work within the philosophy and guidelines of OSU Extension, Ohio 4-H Program and the county 4-H program
- ◆ Attend annual volunteer training as directed by Clark County 4-H professional

### Ohio State University Extension Will:

- ◆ Provide training opportunities to assist volunteers to meet needs of members and parents
- ◆ Provide access to educational materials and resources
- ◆ Approve 4-H Cloverbud curriculum and activities per Ohio 4-H Cloverbud guidelines other than the Big Book of Cloverbud Activities
- ◆ Have professional staff available to consult with and listen to volunteers
- ◆ Provide recognition to volunteers and Cloverbuds served.

### Mentor/Supervising Professionals:

- ◆ 4-H Club Organizational Volunteer (if participating in a club-based program)
- ◆ Clark County Extension 4-H Youth Development Professional(s)

#### **Patty House**

4-H Extension Educator

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#### **Jeremy Elleman**

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