

# Volunteer Position Description

## 4-H Youth Development

**Position Title:** 4-H Club Organizational Volunteer

**Time Required:**

- 1 hour of planning per 1 hour of club activity/meeting
- 30+ hours of club organization, planning, and management including officer training, club program development with volunteers/officers, completion of required reports and entries, communication with parents and members, 4-H on-line club management, etc.

**General Purpose:**

Support and work in partnership with Clark County 4-H professionals, extension staff, volunteers and members in conducting meaningful educational experiences and developing youth members' life skills to reach their fullest potential. Serve in a leadership role providing overall club management.

**Specific Responsibilities:**

- ◆ Serve as the primary liaison between Clark County 4-H professionals, extension staff, volunteers, members and families
- ◆ Maintain and promote communication with all club volunteers, members, and families
- ◆ Secure, complete, and submit club organization/enrollment materials to the Clark County Extension office by the posted deadline
- ◆ Provide Clark County Extension office with all requested materials related to the 4-H club
- ◆ Ensure adequate supervision at all club functions
- ◆ Involve members in developing club programs, including project work, community service, social events and participation in county, regional and state 4-H events
- ◆ Assist officers to learn their responsibilities
- ◆ Welcome parent/guardian interest, ideas, support, and attendance at club activities
- ◆ Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- ◆ Recruit new members when the club has openings
- ◆ Attend all (or most) of the club meetings and activities
- ◆ Read Ohio and Clark County 4-H news and access information from the Ohio 4-H and Clark County web site and 4-H APP to keep members informed of opportunities
- ◆ Participate in volunteer development opportunities to stay current and enhance leadership skills
- ◆ Inform members/parents of 4-H guidelines and requirements
- ◆ Provide positive and constructive feedback to members and parents/guardians
- ◆ 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
- ◆ Effectively organize, delegate, and communicate with the other club volunteers
- ◆ Work with minimal supervision from professional staff
- ◆ Attend annual volunteer training as directed by the Clark County 4-H professionals.
- ◆ Become familiar with and work within the philosophy and guidelines of OSU Extension, Ohio 4-H Program and the Clark County 4-H program

### Ohio State University Extension Will:

- ◆ Provide training opportunities to assist volunteers to meet needs of members and families
- ◆ Provide access to educational materials and resources
- ◆ Have professional staff available to consult with and listen to volunteers
- ◆ Provide recognition to volunteers, members and clubs.

### Mentor/Supervising Professionals:

- ◆ Clark County Extension 4-H Youth Development Professional(s)

#### **Patty House**

4-H Extension Educator

[house.18@osu.edu](mailto:house.18@osu.edu)

937-398-7599

#### **Jeremy Elleman**

4-H Extension Educator

[elleman.30@osu.edu](mailto:elleman.30@osu.edu)

937-398-7606



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