

Volunteer Position Description

4-H Youth Development

Position Title: **Project and Resource Club Volunteer**

Time Required

1 hour of planning per 1 hour of club activity/meeting

20+ hours based on project area requirements to assist youth to successfully meet requirements and/or assist project area committees with events and activities.

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.

Specific Responsibilities:

- ◆ Provide a variety of 4-H project related learning experiences:
 - *Coordinate and conduct educational activities related to projects*
 - *Monitor progress towards project completion*
 - *Prepare members for knowledge assessment of projects, including but not limited to judging, skillathon, and/or exhibition*
 - *Inform members of project requirements and deadlines*
 - *Provide constructive feedback to members, parents, and families.*
- ◆ Advise members in coordinating/conducting club activities, including:
 - *Club meetings, community service, fund-raising, club trips & tours, learning activities, recognition events and leadership activities*
- ◆ Promote 4-H opportunities in your club and local community, including:
 - *Encourage family and member participation*
 - *Inform members of county 4-H events & activities*
 - *Recruit new members and retain current members*
- ◆ Actively participate as a volunteer by:
 - *Follow OSU Extension and 4-H Youth Development policies and procedures*
 - *Attend club meetings and activities*
 - *Read and review all forms of communication to keep members, parents, and other volunteers informed*
 - *Participate in volunteer development opportunities to enhance leadership skills*
- ◆ *If assigned fiscal responsibilities, review Financial Volunteer Expectations document at <https://go.osu.edu/4hfinancialvolunteerexpectations>*

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Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - *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 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 Ohio State University Extension, Ohio 4-H Program and the 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

Mentor/Supervising Professionals:

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

Patty House

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