

## **Volunteer Position Description 4-H Youth Development Clark County**

**Position Title:**

*4-H Cloverbud Volunteer*

**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 Cloverbud members, their parents, and other volunteers regarding 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 Cloverbud 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.
- ◆ Be dedicated to young people and sensitive to their abilities and needs.
- ◆ Let the Cloverbud members know you care.
- ◆ Understand the importance of being a positive role model.
- ◆ Give support and recognition to all Cloverbuds.
- ◆ Have Fun.
- ◆ Utilize the Ohio 4-H Cloverbud Curriculum Instructional Materials or approved activities, while working with Cloverbud children.
- ◆ Maintain open communication with other club volunteers.
- ◆ Follow all 4-H guidelines and policies of the Ohio State University Extension, Ohio 4-H Program and Clark County 4-H program.
- ◆ Organize, conduct, and attend Cloverbud club events, meetings, and activities for your Cloverbud members.
- ◆ Read 4-H newsletters and literature from the Clark County Extension office and keep Cloverbud members, parents and/or other volunteers informed.
- ◆ Inform Cloverbud members and parents of 4-H Cloverbud Show-N-Tell, Cloverbud Day Camp and other Cloverbud opportunities with dates, deadlines, etc.
- ◆ Welcome parents' ideas, cooperation, support, and attendance at 4-H Cloverbud meetings and activities.

- ◆ Recruit new Cloverbud members when the club has openings.
- ◆ Participate in volunteer development opportunities to stay current and enhance your volunteer leadership skills including Policy 1.50 and other required annual trainings.

## **Qualifications:**

### **An individual serving as a 4-H Cloverbud Volunteer must have:**

- ◆ A sincere interest in working with youth ages 5 and in kindergarten to 8 years old.
- ◆ An interest in learning the characteristics of Cloverbud-aged children and applying those to the activities planned for Cloverbud members.
- ◆ The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and other important life skills.
- ◆ The ability to work with minimal supervision from 4-H professional staff.
- ◆ 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.
- ◆ The ability to organize fun, positive learning experiences and activities focused in the five life skill areas for Cloverbuds.
- ◆ The ability to work and communicate effectively in verbal and written forms to Cloverbuds, parents and volunteers.

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

- ◆ Provide training opportunities that will help the volunteer meet the needs of cloverbud 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 cloverbud program.
- ◆ Provide appropriate recognition and awards to volunteers.

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

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