

Volunteer Position Description 4-H Youth Development Clark County

Position Title:

4-H Club Organizational Volunteer

Time Required:

50+ 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.
- ◆ Serve as the primary communication link between the Clark County Extension office/Clark County 4-H professionals and the club.
- ◆ Secure club organization/enrollment materials from the Clark Co. Extension office.
- ◆ Complete enrollment forms and other registration forms as requested by the Clark County Extension office.
- ◆ Provide the Clark County Extension office with a copy of the current club constitution and club programs.
- ◆ Ensure adequate supervision at all club functions.
- ◆ Involve members in developing club programs, including project work, community service, social events and participation in county, district and state 4-H events.
- ◆ Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- ◆ Publicize what the club is doing.
- ◆ Maintain appropriate communications with, and coordinate the contributions of, other club advisors (project and activity).
- ◆ 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 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 county Extension office and keep members, parents and other advisors informed and up to date.
- ◆ Participate in volunteer development opportunities to stay current and enhance your volunteer leadership skills including Policy 1.50 and other required annual trainings.
- ◆ Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work.
- ◆ Inform members and parents of 4-H project judging/skill-a-thon requirements and dates, 4-H and/or Junior Fair events, activities and shows 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 Organizational 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 & volunteers to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other volunteers and staff in an educational setting.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Ohio State University Extension, Ohio 4-H Program & Clark Co. 4-H Program.

Ohio State University Extension Agrees to:

- ◆ Provide training opportunities that will help the volunteer meet the needs of members, advisors and parents.
- ◆ Provide appropriate manuals, pamphlets, newsletters and other resource materials.
- ◆ Have professional staff available to consult with volunteers on a one-to-one basis.
- ◆ Provide opportunities for professionals to listen to ideas for program improvement.
- ◆ Provide appropriate recognition and awards to volunteers.

Mentor/Supervising Professionals:

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