

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:

- ◆ Support and work in partnership with 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 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-Hevents.
- ◆ 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 Clark County and Ohio 4-H e-mails, weekly/monthly e-updates, 4-H app, project requirements, web pages etc. to keep members and families up-do-date.
- ◆ 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.



Qualifications:

An individual serving as a 4-H Organizational Advisor must have:

- ◆ 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.
- ◆ 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 Agrees to:

- ◆ 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:

Patty House

Extension Educator

4-H Youth Development

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