**Volunteer Position Description**

**4-H Youth Development**

**Ohio State University Extension**

**Position Title:**

4-H Club Organizational Volunteer

**Time Required**

Length of service is one year. Renewable. Minimum three year commitment preferred.

**General Purpose:**

Serve as a liaison between the club’s membership and the 4-H Youth Development professional regarding overall club management and leadership.

**Specific Responsibilities:**

* Serve as the primary community link between the County Extension office, County 4-H professional and the 4-H club, maintaining communication with all club advisors.
* Secure, complete, and submit club organization/enrollment materials to the county Extension office. Assist members with on-line enrollment as needed.
* Provide 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 O.S.U. Extension and 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 4-H mailings and access information from the 4-H web to keep membership current.
* 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.
* **Provide the Extension office with a copy of the current club constitution, by-laws and club program schedule. Turn in club financial summary and club charter form each year.**

 **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.
	+ Effectively organize, delegate, and communicate (verbal and written)
	+ Work with minimal supervision from professional staff.
	+ 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 Agrees to:**

* Provide training opportunities to assist volunteers to meet needs of members and parents.
* Provide access to educational materials and resources.
* Have professional staff available to consult with and listen to volunteers.
* Provide appropriate recognition and awards to volunteers.

**Mentor/Supervising Professional:**

County Extension 4-H Youth Development Professional: **Kathy Blackford blackford.10@osu.edu**