

Volunteer Position Description 4-H Youth Development Ohio State University Extension

Position Title:

4-H Club Organizational Volunteer

Time Required:

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

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 county Extension office by the posted deadline
- 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 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 Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities
- 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 & Expectations:

- 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 county 4-H program

Ohio State University Extension Will:

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 recognition to volunteers

Mentor/Supervising Professionals:

County Extension 4-H Youth Development Professional(s)



**Volunteer Position Description 4-H Youth Development
Ohio State University Extension****Position Title:**

4-H Club Volunteer (Project and Activity)

Time Required:

On-going and dependent on county needs, normally includes one hour of program planning per hour of club activity.

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.

Specific Responsibilities:

- ◆ Provide a variety of project related learning experiences:
 - Coordinate and conduct educational activities related to projects
 - Monitor progress towards project completion
 - Prepare members for judging, skillathon, and exhibition
 - Inform members of project requirements and deadlines
 - Provide constructive feedback to members, parents, and families
- ◆ Advise members and families 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:
 - Follow all 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

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
 - Become familiar with and work within the philosophy and guidelines of OSU 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:

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

**THE OHIO STATE UNIVERSITY**COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES**Ohio 4-H**
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