

## 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 post-ed 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)

