

## 4-H Youth Development Volunteer Position Description

### Position Title:

4-H Club Volunteer (Project and Activity)

### Time Required

On-going and dependent on county

### General Purpose:

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

### Specific Responsibilities:

- ◆ Provide a variety of 4-H project related learning experiences, including:
  - Coordinate and conduct educational activities related to project areas.
  - Monitor progress towards project completion.
  - Prepare members for judging, skillathon, and exhibition
  - Informing members of project requirements, deadlines, and events & activities.
  - Provide constructive feedback to members, parents, and families.
- ◆ Advise members in coordinating/conducting club activities, including:
  - Community service, fund raising, club trips & tours, recreational activities, achievement programs, promotional activities, parent's night and others.
- ◆ Promote 4-H opportunities in your club and local community, including:
  - Encourage 4-H members' and parents' interest and participation.
  - Invite parents' ideas, cooperation, support and attendance at 4-H activities.
  - Recruit new members when the club has openings.
  - Inform members of county 4-H events & activities.
- ◆ Actively participate as a volunteer by:
  - Follow OSU Extension and 4-H Youth Development guidelines and policies.
  - Attending all (or most) of the club meetings and activities.
  - Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.
  - Participate in volunteer development opportunities.

### 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 Professionals:

County Extension 4-H Youth Development Professional(s)



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