

Position Title: 4-H Club Organizational Volunteer

Time Required:

On-going and dependent on club schedule

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 professionals and the 4-H club, maintaining communication with all club advisors.
- Secure, complete, and submit club organization/enrollment materials to the county Extension office.
- 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 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 an emotionally and physically safe environment.
- Willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program, and county 4-H program.
- Complete and submit the Yearly Financial Summary to the Extension Office.

Qualifications & Expectations:

- Been approved through the OSU Extension Volunteer Selection Policy and Procedure requirements. This includes an initial background check and periodic backgrounds as required by OSU.
- 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.

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.

Supervisors

Extension Educator, 4-H Youth Development

Updated: 12/27/2016



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



athens.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.