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