4-H COMMUNITY CLUB ORGANIZATIONAL VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:
4-H Community Club Organizational Advisor

TIME REQUIRED:
Varies; Depends on the club schedule of activities

LOCATION:
Darke County

GENERAL PURPOSE:
• Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents and other volunteers regarding 4-H club programs.
• Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
• Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

SPECIFIC RESPONSIBILITIES:
• Be committed to young people and their growth in all areas.
• Serve as the primary communication link between the county Extension office/county 4-H professional and the club.
• Secure club organization materials from the Extension Office and return the necessary completed documents by the deadline in a timely fashion.
• Complete enrollment forms and other registration forms as requested by the county Extension office.
• Provide the county Extension office with a copy of the current club constitution/by laws and club program.
• Ensure adequate supervision at all club functions.
• Involve members in developing club programs, including project work, community service, social events and participation in county, district and state 4-H events.
• Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
• Publicize what the club is doing.
• Maintain appropriate communications with, and coordinate the contributions of, other club advisors.
• Be dedicated to young people and sensitive to their abilities and needs.
• Encourage 4-H members and parents, interest and participation.
Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

Follow all 4-H guidelines and policies of Ohio State University Extension, Ohio 4-H program and county 4-H program.

Recruit new members when the club has openings.

Attend all (or most) of the club meetings and activities.

Read 4-H newsletters and literature from the county Extension office and keep members, parents and other advisors informed.

Participate in one or more volunteer development opportunities each year.

Be aware of 4-H projects available, help members select projects and encourage parents to support their child’s project work.

Inform members and parents of project evaluation requirements and dates.

Continually provide feedback to members.

Praise members for the progress they make.

QUALIFICATIONS:
An individual serving as 4-H Community Club Organizational Advisor must have:

- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership in the youth.
- A sincere interest in teaching and caring knowledge and skills with youth and adults in an educational setting.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to work with minimal supervision from professional staff.
- A sincere interest in working with other volunteers and professional staff in an educational setting.
- A 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.

OHIO STATE UNIVERSITY EXTENSION AGREES TO:
- Provide training opportunities that will help the volunteer meet the needs of members, advisors and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- Have professionals available to consult with advisors on a one-on-one basis.
- Provide opportunities for professionals to listen to advisors’ ideas to help improve the 4-H program.
- Provide appropriate recognition and awards to advisors.

MENTOR/SUPPORTING PROFESSIONAL:
Extension Educator, 4-H Youth Development