4-H COMMUNITY CLUB
VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:
4-H Community Club Volunteer

TIME REQUIRED:
Varies depending on club schedules/activities

LOCATION:
Darke County

GENERAL PURPOSE:
- Serve as a liaison between the county Extension office, local 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.
- Complete assigned or volunteered tasks by deadline or completion dates.
- Advise 4-H club members regarding contributions to and participation in club activities.
- Be dedicated to young people and sensitive to their abilities and needs.
- Encourage 4-H members’ and parents’ interest and participation.
- Welcome parent’s 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, the Ohio 4-H Program and the 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 volunteers informed.
- Participate in one or more volunteer development opportunities every two years.
- 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, letting them know when they are doing a
good job and advising them when they need to improve.
• Praise members for the progress they make.
• Serve as a positive role model and mentor.

QUALIFICATIONS:

• An individual serving as 4-H Club Advisor must have:
• The ability to teach and motivate youth while nurturing positive self-esteem,
decision making, responsibility and leadership in youth.
• A sincere interest in teaching and sharing knowledge and skills with youth and
adults in an educational setting.
• The ability to organize information and materials and delegate responsibility.
• The ability to motivate and communicate effectively in verbal and written forms.
• 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-to-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/SUPERVISING PROFESSIONAL:

• Organizational Advisor

• 4-H Youth Development Educator
  603 Wagner Avenue
  Greenville, Ohio 45331
  937-548-5215