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