Cloverbud Volunteer
Position Description

The importance of this position description is two-fold: 1) your role as a 4-H Cloverbud volunteer is essential for the 4-H Cloverbud program and the responsibilities for 4-H Cloverbud volunteers should be clearly described and understood, and 2) to meet the OSU Extension Volunteer Selection Policy and Procedure requirements, all 4-H volunteers must have a written position description.

Position Title
4-H Cloverbud Volunteer
Ohio 4-H County Program
Ohio State University Extension

Responsibilities
• 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.
• Provide an emotionally and physically safe environment.
• Serve as a liaison between the county Extension office/staff and 4-H Cloverbud members, their parents/guardians, and those working with you.
• Support 4-H professionals and members in conducting meaningful educational experiences to help young people grow and reach their fullest potential.
• Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.
• Give support and recognition to members.
• Understand the importance of being a positive role model.
• Have fun.
• Let the 4-H Cloverbud children know you care.
• Be committed to young people and their growth in all areas.
• Utilize the Ohio 4-H Cloverbud Curriculum Instructional materials or other approved activities while working with 4-H Cloverbud children.
• Be aware of available learning experiences and help the club members select appropriate activities.
• Maintain open communications with other club volunteers.
• Be dedicated to young people and sensitive to their needs.
• Follow the guidelines and policies of Ohio State University Extension, Ohio 4-H Program, and county 4-H program.
• Attend 4-H Cloverbud events, meetings, and activities.
• Read 4-H newsletters and literature from the Extension office and their web site and keep members, parents, and others informed.
• Participate in appropriate volunteer development opportunities.

Qualifications
• Been approved through the OSU Extension Volunteer Selection Policy and OSU Policy 1.50 (includes a background check).
• A sincere interest in working with 4-H members.
• An interest in learning the characteristics of 4-H Cloverbud-aged children.
• The ability to teach and motivate youth while nurturing positive self-esteem, decision-making, responsibility, and other important life skills.
• The ability to work with minimal supervision from 4-H professional staff.

Ohio State University Extension will . . .
• Provide training opportunities that help the volunteer meet the needs of members, volunteers, and parent/guardians.
• Provide appropriate manuals, pamphlets, newsletters, and other resource materials.
• Have professionals available to consult with volunteers on a one-to-one basis.
• Provide appropriate recognition and awards to volunteers.
• Give leadership for recruitment of members.