

**Volunteer Position Description 4-H Youth Development  
Ohio State University Extension**

**Position Title:** 4-H Club Financial Volunteer

**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 especially in the area of club financial management.

**Specific Responsibilities:**

- Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families when reporting club finances
- Maintain and promote communication with all club volunteers, members and families
- Prepare yearly club budget under direction of all members and volunteers
- Assist the club treasurer in preparing an accurate Treasurer's Report for club meetings
- Assist the club treasurer to maintain accurate record of income and expenses
- Complete monthly reconciliation of financial records
- Assist club treasurer in collecting dues/funds and writing receipts for funds collected
- Deposit received club funds with in one week of receipt
- Serve as one of the signers on bank account and ascertain that all club accounts have a minimum of two signers
- Annually submit "Yearly Financial Summary" and "Equipment Inventory" by posted deadline
- Lead and organize club fundraising following Ohio 4-H and Ohio State University policy
- Lead and organize club fundraising following National 4-H Name & Emblem policy when designing materials
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Ensure adequate supervision at all fundraising activities
- Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities
- Participate in volunteer development opportunities annually to stay current and enhance leadership skills
- Inform members/parents of 4-H guidelines and requirements

**Qualifications & Expectations:**

- Work with Extension professionals and volunteers 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, delegate, and communicate with other club volunteers
- Work with minimal supervision from OSU Extension professional staff
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines

**Ohio State University Extension Will:**

- Provide training opportunities to assist volunteers to meet needs of members and parents
- Provide access to educational materials and resources and also provide recognition to volunteers
- Have professional staff available to consult with and listen to volunteers

**Mentor/Supervising Professionals:** County and State Extension 4-H Youth Development Professional(s)