

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

4-H Certified Master Clothing Educator Volunteer (MCEV) Level I

**Time Required:**

One hundred volunteer hours over a two-year period in three categories: teaching & preparation, continuing education, and leadership & service

**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 clothing and textiles

**Specific Responsibilities:**

Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families informing them of clothing project requirements and opportunities to improve their skills

- Work with county Extension staff to coordinate and conduct learning experiences for 4-H members in beginning level projects or those who are interested in learning the skills in those projects
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Ensure adequate supervision at all learning 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 to stay current and enhance leadership skills
- Inform members/parents of 4-H guidelines and requirements
- Provide positive and constructive feedback to members and parents/guardians

**Qualifications & Expectations:**

- Complete and have evaluated the Certified Master Clothing Educator Volunteer Level I samples and two garments similar to those in the beginning level project books
- Pay annual dues to treasurer of the group by January 15th annually
- 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
- Work with minimal supervision from professional staff
- Be familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H program and the county 4-H program
- Have the ability to organize and communicate effectively, both in verbal and written communications
- Submit required report by December 31st every two years to the Extension staff identified to work with 4-H Master Clothing Educator Volunteers at state level. Forms are required to be signed by county Extension staff working with 4-H Textile and Clothing Projects prior to submission

**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 and State Extension 4-H Youth Development Professional(s)