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)