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

Position Title: 4-H Club Organizational 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 to reach their fullest potential. Serve in a leadership role providing overall club management.

Specific Responsibilities:
- Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members and families
- Maintain and promote communication with all club volunteers, members, and families
- Secure, complete, and submit club organization/enrollment materials to the county Extension office by the posted deadline
- Provide county Extension office with all requested materials related to the 4-H club
- Ensure adequate supervision at all club functions
- Involve members in developing club programs, including project work, community service, social events and participation in county, regional and state 4-H events
- Assist officers to learn their responsibilities
- Welcome parent/guardian interest, ideas, support, and attendance at club activities
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Involve members in developing club programs, including project work, community service, social events and participation in county, regional and state 4-H events
- Assist officers to learn their responsibilities
- Welcome parent/guardian interest, ideas, support, and attendance at club activities
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Recruit new members when the club has openings
- Attend all (or most) of the club meetings and 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:
- 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, delegate, 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 parents
- 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)