

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

Position Title: Ohio 4-H Volunteer International County Coordinator (ICC)

Time Required:

On-going and dependent on county needs between January and August. Average annual number of hours excluding “optional opportunities” listed below: 50 (based on 3 host families in county). The ICC role kicks-off with a statewide training in Columbus, always held the last Saturday in January. Host Family Interviews are conducted between February-April. The homestay runs from approximately July 20 to August 15 each year.

General Purpose:

Support and work in partnership with 4-H professionals, other ICCs, host families, members and international visitors in conducting meaningful educational experiences and developing youth members’ life skills to reach their fullest potential. Serve in a leadership role providing support to the 4-H International program.

Specific Responsibilities:

- Serve as the primary liaison between 4-H professionals, state international program director, members, host families and international visitors
- Assist with host family and out-bound traveler recruitment through personal contact
- Conduct home interviews for prospective host families
- Maintain communication with host families
- Serve as the first point of contact for host families who have questions or encounter issues during the homestay
- Assist with or conduct a local Host Family Orientation annually in June (template provided)
- Assist with or conduct a mid-point activity for international visitors and host families in August (template provided)
- Keep the state international program director informed about any issues that arise during the homestay

Optional Opportunities:

- Assist with the Orientation and Departure programs for international visitors in Columbus (including airport greetings and send-offs) before and after the homestay
- Greet international visitors when they arrive in local area via OSU buses to meet their host families at the start of the homestay, and/or assist with their send-off at the conclusion of the homestay

Qualifications and Expectations:

- Work with other ICCs 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 and communicate with the other ICCs
- 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
- Attend annually a state-wide International County Coordinator Training

Ohio State University Extension Will:

- Provide training opportunities to assist volunteers to meet needs of members, host families and international visitors
- 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: State 4-H International Program Director
County and State Extension 4-H Youth Development Professional(s)