

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

Position Title: 4-H Club Advisor

Time Required: Conduct 4-H club meetings, attend Advisory Committee meetings and participate in countywide trainings and other relevant events.

Location: Meigs County, Ohio

General Purpose:

- Serve as a liaison between the county Extension Office/county 4-H professional and 4-H members, their parents, and other volunteers with regard to 4-H club programs;
- Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential;
- Inform and encourage members, parents, and volunteers to actively participate in appropriate 4-H opportunities.

Specific Responsibilities:

- Be committed to young people and their growth in all areas;
- Advise 4-H club members regarding their contributions and participation in club activities;
- Be dedicated to young people and sensitive to their abilities and needs;
- Encourage 4-H members' and parents' interest and participation;
- Welcome parents' ideas, cooperation, support, and attendance at 4-H activities;
- Follow all 4-H guidelines and policies of the Ohio State University Extension, Ohio 4-H program, and county 4-H program;
- Recruit new members when the club has openings;
- Attend all (or most) of the club meetings and activities;
- Read 4-H newsletters and literature from the county Extension Office and keep members, parents, and others informed;
- Participate in one or more volunteer development opportunities each year;
- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work;
- Inform members and parents of project evaluation requirements and dates;
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve;
- Praise members for the progress they make.

An individual serving as a 4-H Club Advisor must have:

- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership in the youth;
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting;
- The ability to organize information and materials and delegate responsibility;
- The ability to work and communicate effectively in verbal and written forms;

- The ability to motivate members, parents, and other volunteers to assume leadership positions;
- The ability to work with minimal supervision from professional staff;
- A sincere interest in working with other volunteers and professional staff in an educational setting;
- A willingness to become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H program, and county 4-H program.

Ohio State University Extension Service agrees to:

- Provide training opportunities that will help the volunteer meet the needs of members, volunteers, and parents;
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters, and other resource materials;
- Have professionals available to consult with volunteers on a one-to-one basis;
- Provide opportunities for professionals to listen to volunteers ideas to help improve the 4-H program in Meigs County;
- Provide appropriate recognition and awards to volunteers and youth.