

Volunteer Position Description

4-H Youth Development

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
- ◆ 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

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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 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 Extension 4-H Youth Development Professional(s)



Volunteer Position Description

4-H Youth Development

Position Title:

4-H Cloverbud 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, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.

Specific Responsibilities:

- ◆ 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
- ◆ Follow the Cloverbud guidelines and policies of Ohio State University Extension, Ohio 4-H Program, and county 4-H program
- ◆ Provide an emotionally and physically safe environment
- ◆ Serve as a liaison between the county Extension office/staff and 4-H Cloverbud members, their parents/guardians, and those working with you
- ◆ Support 4-H professionals and members in conducting meaningful educational experiences to help young people grow and reach their fullest potential
- ◆ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities
- ◆ Give support and recognition to members
- ◆ Understand the importance of being a positive role model
- ◆ Have fun
- ◆ Let the 4-H Cloverbud children know you care
- ◆ Be committed to young people and their growth in all areas
- ◆ Utilize the Ohio 4-H Cloverbud Curriculum Instructional materials or other approved activities while working with 4-H Cloverbud children
- ◆ Be aware of available learning experiences and help the club members select appropriate activities
- ◆ Maintain open communications with other club volunteers
- ◆ Be dedicated to young people and sensitive to their needs
- ◆ Attend 4-H Cloverbud events, meetings, and activities
- ◆ Read 4-H newsletters and literature from the Extension office and their web site and keep members, parents, and others informed
- ◆ Participate in appropriate volunteer development opportunities

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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
- ◆ Interest in learning the characteristics of 4-H Cloverbud-aged children
- ◆ 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 annual volunteer training as directed by county 4-H professional

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
- ◆ Approve 4-H Cloverbud curriculum and activities per Ohio 4-H Cloverbud guidelines other than the Big Book of Cloverbud Activities
- ◆ 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)
- ◆ 4-H Club Organizational Volunteer (if participating in a club-based program)



Volunteer Position Description

4-H Youth Development

Position Title:

4-H Program 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.

Specific Responsibilities:

- ◆ Contact your local Extension office for the addendum based on your program
- ◆ Provide a variety of 4-H project related learning experiences:
 - *Refer to county specific responsibilities listed in the addendum*
 - *Additional duties from partnering organization(s) may be listed in the addendum*
- ◆ Promote 4-H opportunities in your club and local community, including:
 - *Encourage family and member participation*
 - *Inform members of county 4-H events & activities*
 - *Recruit new members and retain current members*
- ◆ Actively participate as a volunteer by:
 - *Follow OSU Extension and 4-H Youth Development policies and procedures*
 - *Attend club meetings and activities*
 - *Read and review all forms of communication to keep members, parents, and other volunteers informed*
 - *Participate in volunteer development opportunities to enhance leadership skills*

Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - *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 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 Ohio State University Extension, Ohio 4-H Program and the county 4-H program*

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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 Extension 4-H Youth Development Professional(s)
- ◆ Partnering organization's leadership as listed in the addendum, when applicable



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Volunteer Position Description

4-H Youth Development

Position Title:

4-H Club Volunteer (Project and Resource)

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.

Specific Responsibilities:

- ◆ Provide a variety of 4-H project related learning experiences:
 - *Coordinate and conduct educational activities related to projects*
 - *Monitor progress towards project completion*
 - *Prepare members for knowledge assessment of projects, including but not limited to judging, skillathon, and/or exhibition*
 - *Inform members of project requirements and deadlines*
 - *Provide constructive feedback to members, parents, and families.*
- ◆ Advise members in coordinating/conducting club activities, including:
 - *Club meetings, community service, fund-raising, club trips & tours, learning activities, recognition events and leadership activities*
- ◆ Promote 4-H opportunities in your club and local community, including:
 - *Encourage family and member participation*
 - *Inform members of county 4-H events & activities*
 - *Recruit new members and retain current members*
- ◆ Actively participate as a volunteer by:
 - *Follow OSU Extension and 4-H Youth Development policies and procedures*
 - *Attend club meetings and activities*
 - *Read and review all forms of communication to keep members, parents, and other volunteers informed*
 - *Participate in volunteer development opportunities to enhance leadership skills*

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Qualifications & Expectations:

- ◆ Ability, interest, and willingness to:
 - *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 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 Ohio State University 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 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 Extension 4-H Youth Development Professional(s)
- ◆ 4-H Club Organizational Volunteer



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

Position Title: 4-H Club Financial 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 especially in the area of club financial management.

Specific Responsibilities:

- Serve as the primary liaison between 4-H professionals, extension staff, volunteers, members, and families when reporting club finances
- Maintain and promote communication with all club volunteers, members and families
- Prepare yearly club budget under direction of all members and volunteers
- Assist the club treasurer in preparing an accurate Treasurer's Report for club meetings
- Assist the club treasurer to maintain accurate record of income and expenses
- Complete monthly reconciliation of financial records
- Assist club treasurer in collecting dues/funds and writing receipts for funds collected
- Deposit received club funds with in one week of receipt
- Serve as one of the signers on bank account and ascertain that all club accounts have a minimum of two signers
- Annually submit "Yearly Financial Summary" and "Equipment Inventory" by posted deadline
- Lead and organize club fundraising following Ohio 4-H and Ohio State University policy
- Lead and organize club fundraising following National 4-H Name & Emblem policy when designing materials
- Follow all OSU Extension and Ohio 4-H Youth Development policies and procedures
- Ensure adequate supervision at all fundraising 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 annually to stay current and enhance leadership skills
- Inform members/parents of 4-H guidelines and requirements

Qualifications & Expectations:

- 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
- Effectively organize, delegate, and communicate with other club volunteers
- Work with minimal supervision from OSU Extension professional staff
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines

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 and also provide recognition to volunteers
- Have professional staff available to consult with and listen to volunteers

Mentor/Supervising Professionals: County and State Extension 4-H Youth Development Professional(s)