

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*
- ◆ If assigned fiscal responsibilities, review *Financial Volunteer Expectations* document at <https://go.osu.edu/4hfinancialvolunteerexpectations>

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

