

# ERIE COUNTY 4-H VOLUNTEER JOB DESCRIPTION

**JOB TITLE:** 4-H Club Co-Advisor

**GENERAL DESCRIPTION:** There are three broad categories of responsibilities of 4-H Club advisors in our program. Those include club organizational, activity, and project advising responsibilities. In some clubs, one person handles all three. Some clubs also have trained Cloverbud Advisors. This job description covers the specific duties of the person who serves as the organizational advisor of a 4-H club. Each club must have (designate) an organizational advisor. All advisors must work together as a team in supporting the club members and parents. The organizational advisor shall guide the division of responsibilities among all advisors in the club. This job description for club co-advisors focuses on the project and activity advising responsibilities.

## **RESPONSIBILITIES:**

- Be committed to young people and to their growth in all areas, and be concerned with members first and projects second.
- Follow the county and state 4-H guidelines and policies of the Ohio State University Extension, including the Ohio 4-H Volunteer Standards of Behavior and Member/Service Recipient Protection Policy. Be a good role model for members and peers, both morally and emotionally, and do not demean the 4-H program by your actions.
- Coordinate and conduct the activity or activities assigned to you in the club. Examples of activities assigned to a club co-advisor might include:
  - Club community service project(s)
  - Club fund raising activity
  - Special club trip, tour or recreational activity
  - Club recognition program
- Involve members as much as possible in planning and conducting the activities, realizing that this experience in taking responsibility is valuable in helping young people develop leadership skills.
- Coordinate and conduct educational activities in the club related to your assigned project areas. These might include:
  - Project meetings (work sessions for demonstrations/lecture meetings)
  - Project book work and project record keeping. Evaluate and review members' project books with them.
  - Demonstrations and talks by members, advisors or others related to project area of responsibility
  - Educational tours to expand project learning
  - Home visits to check on progress of members' projects
- Read 4-H newsletters and literature sent to you from the County Extension Office and inform project members of activities in county, district, and state which might supplement project learning.
- Inform members of award opportunities related to project area.
- Assist members who wish to exhibit project at county or state fair by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, preparation of exhibit item or animal for fair, and proper care during fair week.
- Be aware of projects available and help members select realistic projects. Encourage parents to support their child's project work, but not to do work for them.
- Assist members in setting goals for learning each year and help them recognize progress toward goals. Praise members for progress made.

