

ERIE COUNTY 4-H VOLUNTEER JOB DESCRIPTION

JOB TITLE: 4-H Club Organizational 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. A second job description for club co-advisors focuses on 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.
- Practice a nondiscriminatory membership policy in your 4-H club, with membership open to all youth 9 years old (or in the third grade) up to 19 years old as of January 1 of the current membership year, without regard to race, color, creed, religion, gender, sexual orientation, national origin, or disability. Optionally, Cloverbuds 4-H members are those members 5 years old or kindergarten through grade 2. This can be offered only if the club has a designated, trained Cloverbud Advisor.
- Teach members basic parliamentary procedure and allow them to run their own meetings, develop their own committees, and plan and conduct their own activities. Keep in mind your role is to advise, not dictate!
- Secure organizational materials for club, and project literature for members from the County Extension Office. Complete enrollment forms, turn in information, and all other reports sent to you by the Extension Office. Meet Deadlines!
- Serve as the primary communication link between the County Extension Office and your club members and parents.
- Provide the County Extension Office with a copy of the current club constitution & by-laws and a club program plan each year by June 1.
- Read 4-H newsletters and all literature sent to you from the County Extension Office and keep members and parents informed about all activities, project evaluation requirements, and dates.
- Be aware of projects available and help members select realistic projects. Encourage parents to support their child's project work, but not to do the work for them.
- Submit the club's secretary's book and treasurer's book along with treasury information to the County Extension as it is requested on the yearly club rotation. Follow State and County 4-H Club treasury guidelines.
- Attend all or most of your 4-H club meetings and activities. Organizational advisors should see that adequate supervision is provided at all club functions.
- Maintain open communication with all co-advisors of the club and coordinate the work of all advisors in the club.
- Participate in one or more advisor training programs each year and work with the 4-H Agents or

Extension Staff for additional help.

- Inform or contact the County Extension Office regarding problems or needs that arise while carrying out duties as a 4-H advisor.
- Continually evaluate members. Let them know if they are doing well and where they need work. Do not criticize in front of the group. Praise members for progress made.
- Provide recognition at the club level for members. This includes securing membership certificates and pins from the County Extension Office.
- Involve parents, 4-H is a family affair.

QUALIFICATIONS AND ABILITIES REQUIRED:

- Knowledge and appreciation of the needs of children and young people.
- Strong organizational and leadership skills.
- Ability to work effectively and cooperatively with members, parents, other advisors , and the Extension Office Staff.
- Time, interest, and commitment to work toward the total development of youth.
- An open mind and a willingness to be flexible.
- An individual must complete the volunteer application process and receive approval to become a 4-H volunteer from the County Extension Office before assuming the title and responsibilities of a 4-H Club advisor.

OHIO STATE UNIVERSITY EXTENSION AGREES TO:

- Provide advisors with relevant training opportunities.
- Provide resources applicable to the job, including books, pamphlets, audio-visuals, newsletters, etc.
- Be available to consult with advisors on a one-to-one basis.
- Receive and accept ideas from advisors to help improve the total 4-H program.
- Provide appropriate awards and recognition to advisors.

ALL 4-H VOLUNTEERS ARE RESPONSIBLE TO:

- The County 4-H Agents and the Erie County 4-H Committee.

Your 4-H Agents are:	Angela Holmes and Elise Nester
Office Address:	OSU Extension 2900 S. Columbus Ave., Sandusky OH 44870
Office Phone:	419-627-7631 or 1-888-399-6065
Office Fax:	419-627-7692
Office Hours:	Monday - Friday 8:00 a.m.- 4:30 p.m.