

## Organizational Club Leader 4-H Advisor Volunteer Position Description

### General Description/Overview

The Franklin County 4-H program has nearly 850 4-Hers. These youth require personalized learning experiences at the club-level. 4-H clubs are lead by Head Advisors, or Organizational Club Leaders, and are supported in various advisor tasks by additional 4-H Advisors, or Project Leaders. Organizational Club Leaders are responsible for all paperwork associated with the 4-H club, including ensuring the club's finances are in order and ensuring all Franklin County and Ohio 4-H rules and protocol is followed.

### Specific Responsibilities

- Attend a minimum of 5 club 4-H meetings annually before Franklin County Junior Fair begins.
- Complete the Ohio State University Youth Protection Policy 1.50 training annually by 4-H enrollment deadline for that year.
- Complete an additional learning experience/training to improve self as an advisor annually, this includes attending Ohio 4-H Conference.
- Complete an Ohio BCI Background Check every 4 years, will be prompted by a letter from the Franklin County OSU Extension Office when it is time, must be completed by December 31 of year notified.
- Uphold the Ohio State University Volunteer Standards of Behavior.
- Complete the End of Year Annual Financial Summary by January 15 following the calendar year.
- Submit club enrollment and Franklin County 4-H program dues by 4-H enrollment deadline annually.
- Complete and submit 4-H club grade sheets by September 4-H Council meeting date at 4:30 pm.
- Ensure two un-related, approved OSU volunteers are signers on the club checking account.
- Answer questions for all 4-Hers and their families within club and in other 4-H clubs across Franklin County.
- Volunteer at county-wide 4-H program events when availability allows, such as working a shift at a Fundraiser or attending a 4-H Council meeting as your club's representative.
- Judge 4-H livestock and still projects which were not judged at the county level within the club before the beginning of Franklin County Junior Fair.

### Qualifications

Desire to assist Franklin County 4-H youth grow and develop into leaders of tomorrow is required. Positive attitude and willingness to work are required. Complete the Franklin County 4-H Advisor application process by 4-H enrollment deadline current year is required. Older than 4-H age is required, older than 21 years old is preferred. Professional education/training regarding youth learning and development is preferred. Experience with record-keeping, including financial records, is preferred.

<b>Time Required</b>	Approximately 130 hours annually
<b>Location</b>	Throughout Franklin County at 4-H club meeting locations
<b>Responsible To</b>	Franklin County 4-H Youth Development Extension Educator

