



ADAMS COUNTY 4-H ACTIVITY ADVISOR POSITION DESCRIPTION

Revised April 2007

Introduction	<p>A 4-H club advisor is an individual who works with a 4-H community or project club. The club advisor's function is to assist the club's members as they plan the club's program, conduct club business, and enroll individually or as a group in one or more 4-H projects. Specifically, there are three types of 4-H club advisors:</p> <ul style="list-style-type: none">• A head (organizational) advisor serves as the primary liaison between the county OSU Extension Office and the club's membership, parents, and other advisors in that club,• A project advisor assists 4-H members with project experience in a given subject matter area,• An <u>activity advisor</u> works with members in planning and conducting club activities. Examples of these activities include fund-raising, tours, community service, etc. <p>All of these advisors work together as a team in supporting the 4-H club, its membership, and the members' families. In smaller clubs, one person may assume all three of these responsibilities.</p>
Purpose	<p>To provide leadership to one or more 4-H club activities, planning, implementing, and evaluating each activity in partnership with club advisors, members, and parents/guardians and in accordance with club decisions.</p>
Responsibilities	<ul style="list-style-type: none">• Serve as a member of the club's leadership team under the leadership of the club's head (organizational) advisor.• Provide leadership to planning, implementing, and evaluating one or more club activities; taking care to ensure that each activity complies with national, state, and county 4-H policies and guidelines.• Attend club meetings and activities.• Celebrate members' efforts and recognize their accomplishments.
Time Required	<p>Varies according to club and specific activity; may require 10-20 contact hours with members in addition to preparation and planning time.</p>
Resources/Support	<ul style="list-style-type: none">• OSU Extension staff, and OSU Extension 4-H Youth Development website: http://www.ohio4h.org/• Ohio Advisors Handbook: http://advisorshandbook.ohio4h.org/.• Member and advisor curriculum guides (project books) and additional supporting materials such as audio-visual aids, skillathon kits, newsletters, and resource materials.• Adams County Junior Fair "yellow pages," Junior Fair Board members, and associated committees (Livestock Sale Committee, Sr. Fair Board, etc.).• Club leader information on the following websites: http://www.uwex.edu/ces/4h/clubs/index.cfm, http://www.nj4h.rutgers.edu/volunteering/lts/.



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Resources/Support (continued)	<ul style="list-style-type: none"> • County, state, and regional training to help advisors develop knowledge and skills to meet the needs of youth, parents, and volunteers.
Qualifications	<ul style="list-style-type: none"> • The ability to lead and motivate youth and adults in a positive youth development environment that provides opportunities for belonging, mastery, independence, and giving. • A willingness to learn about, respect, and comply with national, state, and county 4-H policies, procedures, and guidelines. • The ability to organize information and materials and delegate responsibility. • The ability to empower youth and to involve them in planning, implementing, and evaluating 4-H club activities. • The ability to work with minimal supervision from extension staff, and a sincere interest in working with other volunteers, youth, and staff in an educational setting.
Mentor/Contact Person	<p>Carolyn L. Belczyk, Extension Educator, 4-H Youth Development OSU Extension, Adams County 215 N Cross St Rm 104, West Union OH 45693 Phone: 937.544.2339 Fax: 937.544.8125 Email: belczyk.1@cfaes.osu.edu</p>

Volunteer's 4-H Pledge

I pledge my **Head** to give children the information I can, to help them see things clearly and to make wise decisions.

I pledge my **Heart** to encourage and support children no matter whether they have success or disappointments.

I pledge my **Hands** to help children's groups; if I cannot be a leader, I can help in many equally important ways.

I pledge my **Health** to keep children strong and well for a better world through 4-H, for children's groups, our community, our country, and our world.