



# ADAMS COUNTY 4-H HEAD 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"><li>• A <u>head (organizational) advisor</u> serves as the primary liaison between the county OSU Extension Office and the club's membership, parents, and other advisors in that club,</li><li>• A project advisor assists 4-H members with project experience in a given subject matter area,</li><li>• An activity advisor works with members in planning and conducting club activities. Examples of these activities include fund-raising, tours, community service, etc.</li></ul> <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 overall leadership to the community 4-H club, providing positive youth development programming for the club's members and to serve as the club's primary liaison with the county OSU Extension Office and 4-H Youth Development staff.</p>
Responsibilities	<ul style="list-style-type: none"><li>• Provide overall direction and support to the club's leadership team, which, at a minimum, includes all advisors and club officers.</li><li>• Ensure that the club's activities and procedures comply with national, state, and county 4-H policies and guidelines and renew the club's charter and authority to use the 4-H name and emblem every three years as required by OSU Extension.</li><li>• Work with members to establish, implement, and evaluate an annual club plan that includes education, recreation, business, and community service.</li><li>• Ensure that members complete annual 4-H enrollment cards and Adams County Fair registrations on or before deadlines.</li><li>• Keep members and parents/guardians informed of club, county, state, and national opportunities, requirements, deadlines, etc.</li><li>• Attend club meetings and activities.</li><li>• Strive to create a welcoming club environment and to encourage all members and their parents/guardians to be actively involved in club meetings and activities.</li><li>• Provide leadership to club recruitment and retention efforts.</li><li>• Provide members with constructive feedback, letting them know when they're doing a good job and advising them of needed improvements.</li><li>• Celebrate members' achievements and recognize their accomplishments.</li></ul>



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Time Required	Varies according to club; may require 10-20 contact hours with members in addition to preparation and planning time.
Resources/Support	<ul style="list-style-type: none"> <li>• OSU Extension staff, and OSU Extension 4-H Youth Development website: <a href="http://www.ohio4h.org/">http://www.ohio4h.org/</a></li> <li>• Ohio Advisors Handbook: <a href="http://advisorshandbook.ohio4h.org/">http://advisorshandbook.ohio4h.org/</a>.</li> <li>• Member and advisor curriculum guides (project books) and additional supporting materials such as audio-visual aids, skillathon kits, newsletters, and resource materials.</li> <li>• Adams County Junior Fair “yellow pages,” Junior Fair Board members, and associated committees (Livestock Sale Committee, Sr. Fair Board, etc.).</li> <li>• Club leader information on the following websites: <a href="http://www.uwex.edu/ces/4h/clubs/index.cfm">http://www.uwex.edu/ces/4h/clubs/index.cfm</a>, <a href="http://www.nj4h.rutgers.edu/volunteering/lts/">http://www.nj4h.rutgers.edu/volunteering/lts/</a>.</li> <li>• County, state, and regional training to help advisors develop knowledge and skills to meet the needs of youth, parents, and volunteers.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• The ability to lead and motivate youth and adults in creating a positive youth development environment that provides opportunities for belonging, mastery, independence, and giving.</li> <li>• A willingness to learn about, respect, and comply with national, state, and county 4-H policies, procedures, and guidelines.</li> <li>• The ability to organize information and materials and delegate responsibility.</li> <li>• The ability to keep required records and complete and file annual reports.</li> <li>• The ability to empower youth and to involve them in planning, implementing, and evaluating 4-H experiences.</li> <li>• 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.</li> </ul>
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### 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.