



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">• 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,• A project advisor assists 4-H members with project experience in a given subject matter area,• An activity advisor 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 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">• Provide overall direction and support to the club's leadership team, which, at a minimum, includes all advisors and club officers.• 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.• Work with members to establish, implement, and evaluate an annual club plan that includes education, recreation, business, and community service.• Ensure that members complete annual 4-H enrollment cards and Adams County Fair registrations on or before deadlines.• Keep members and parents/guardians informed of club, county, state, and national opportunities, requirements, deadlines, etc.• Attend club meetings and activities.• 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.• Provide leadership to club recruitment and retention efforts.• Provide members with constructive feedback, letting them know when they're doing a good job and advising them of needed improvements.• Celebrate members' achievements and recognize their accomplishments.

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"> • 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/. • 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 creating 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 keep required records and complete and file annual reports. • The ability to empower youth and to involve them in planning, implementing, and evaluating 4-H experiences. • 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	Kristy Watters, 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: watters.92@osu.edu

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.