



ADAMS COUNTY 4-H PROJECT 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 4-H professional and the club's membership, parents, and other advisors in that club.• A <u>project advisor</u> assists 4-H members with project experiences 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 some clubs, one person may assume all three of these responsibilities.</p>
Purpose	<p>To help members enrolled in a specific project gain knowledge, skills, and positive attitudes by guiding and coaching them through a series of planned experiential project-related learning activities.</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.• Help members set annual project goals.• Work with members to establish a plan for achieving their goals.• Implement a series of experiential project-related learning activities in accordance with members' plans.• Prepare members to participate in project exhibit, evaluation, and completion opportunities, including the county fair.• Keep members and parents/guardians informed of project-related county, state, and national opportunities, requirements, deadlines, etc.• Attend club meetings and activities.• Provide project 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.• Help members evaluate their progress towards project goals.
Time Required	<p>Varies according to project; 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/.



OSU Extension embraces human diversity and is committed to ensuring that all educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status.

Resources/Support (continued)	<ul style="list-style-type: none"> • Ohio 4-H Advisors Handbook: http://advisorshandbook.ohio4h.org/. • Member and project leader 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.). • Project leader information on the following websites: http://www.uwex.edu/ces/4h/clubs/volunteersproject.cfm, http://www.nj4h.rutgers.edu/volunteering/lts/. • Project training to help advisors meet the needs of youth, parents, and volunteers.
Qualifications	<ul style="list-style-type: none"> • The ability to teach and motivate youth in a positive youth development environment that provides opportunities for belonging, mastery, independence, and giving. • A sincere interest in teaching and sharing project-related knowledge and skills with youth and adults in a nonformal educational setting. • The ability to organize information and materials and delegate responsibility. • The ability to empower youth and to involve youth in planning, implementing, and evaluating project experiences. • The ability to work with minimal supervision from extension staff, and a sincere interest in working with other volunteers and staff in an educational setting. • A willingness to learn about, respect, and comply with national, state, and county 4-H policies, procedures, and guidelines.
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.