

VAN WERT COUNTY 4-H PROJECT ORGANIZATIONAL ADVISOR DESCRIPTION

JOB TITLE: Organizational Advisor

GENERAL DESCRIPTION: As a team, Organizational Advisors and Extension staff plan, implement, and assist in evaluating positive youth development programming. The key leader provides project knowledge support for 4-H members and parents.

RESPONSIBILITIES:

- Be committed to young people and to their growth in all areas, and be concerned with members first and projects second.
- Follow the county and state 4-H guidelines and policies of the Ohio State University Extension, including the Ohio 4-H Standards of Behavior and Member/Service Recipient Protection Policy. Be a good role model for members and peers, both morally and emotionally. Do not demean the 4-H program by your actions.
- Coordinate and conduct educational activities such as project clinics or skill-a-thons for the county related to your assigned project areas.
- Read 4-H newsletters and literature sent to you from the County Extension Office.
- Assist 4-H members who wish to exhibit project at county or state fair by informing them of evaluation/exhibit requirements and dates, classes and rules, preparation of exhibit or animal for fair, and proper care during fair week.
- Be available as a resource to youth or parents seeking more information regarding a project. Be reachable by telephone or e-mail.
- Inform or contact the Extension Office regarding problems or needs that arise while carrying out duties as key leader.
- Attend planning meetings related to projects and help develop project rules and guidelines.
- Assist with conducting judging and interviews for your project area of responsibilities.
- Assist with fair set-up and project check-ins at the fair.
- Attend the post fair evaluation meeting for your project area scheduled every September.

QUALIFICATIONS AND ABILITIES REQUIRED:

- Ability to work with youth and adults from diverse backgrounds.
- Ability to plan and organize activities.



- Demonstrated passion for working with youth, including the ability and interest to share knowledge and experiences with youth.
- An individual must successfully complete the volunteer application process to become a 4-H volunteer from the County Extension Office before assuming the title and responsibilities of a 4-H Organizational Advisor.

OHIO STATE UNIVERSITY EXTENSION AGREES TO:

- Provide Organizational Advisors with relevant training opportunities.
- Provide resources applicable to the job, including books, pamphlets, audio-visuals, newsletters, etc.
- Be available to consult with Organizational Advisors on a one-to-one basis.
- Receive and accept ideas from Organizational Advisors to help improve the total 4-H program.
- Provide appropriate awards and recognition to Organizational Advisors.

ALL 4-H VOLUNTEERS ARE RESPONSIBLE TO:

- The County 4-H Educator and 4-H Council

Your 4-H Educator: Sarah Jackson

Office Address: Van Wert Extension
1055 S Washington St
Van Wert, OH 45891

Office Phone: 419-238-1214

Office Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.



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