

Position Title: Communication Work Group Leader

Time Required: On-going and dependent on county needs. Not to exceed more than 2 hours per week.

Specific Responsibilities:

- Attend the 4-H Advisory Committee. Meetings are bi-monthly on the even numbered months, on the 1st Wednesday.
- Meet monthly with the Extension Educator, 4-H Youth Development to identify important information that needs to be shared.
- Prepare a monthly newsletter for families, members, and constituents with updated information based on information shared on the OSU Extension website.
- Coordinate with club volunteers and members to contribute stories.
- Maintain a working group of interested and motivated content contributors.
- Work with the Extension Educator, 4-H Youth Development to craft press releases and market events as necessary.
- Follow all OSU Extension and Ohio 4-H Youth Development Policies and Procedures.
- Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities.
- Participate in volunteer development opportunities annually to stay current and enhance leadership skills.
- Inform members/parents of 4-H guidelines and requirements.

Qualifications and Expectations

- Work with Extension professionals and volunteers to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership.
- Be dedicated to youth and sensitive to their abilities and needs.
- Effectively organize, delegate, and communicate with other club volunteers.
- Work with minimal supervision from OSU Extension professional staff.
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program.
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines.

Ohio State University Extension Will:

- Provide training opportunities to assist volunteers to meet needs of members and parents.
- Provide access to educational materials and resources and also provide recognition to volunteers.
- Have professional staff available to consult with and listen to volunteers

Mentor/Supervising Professionals: County and State Extension 4-H Youth Development Professional(s)



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



ohio4h.org

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