4-H Advisory Committee Member

Position Description
4-H Youth Development
Clemson University Cooperative Extension

Position Title:
4-H Advisory Committee Member

Time Required
Three year commitment of scheduled meetings as specified in the 4-H Advisory Committee Constitution.

General Purpose:
Support and advise 4-H professionals about the current and future needs of county youth, volunteers and families in order to promote and foster involvement in 4-H Youth Development Programs.

Specific Responsibilities:
- Plan, conduct, evaluate and recommend hands-on, experientially based educational programs for youth and volunteers based on county needs.
- Lead and assist with educational clinics, workshops, fundraisers, and promotional events.
- Represent specific project area, geographic location based on county structure, community agency, or partner in advocating for youth involvement and volunteer support.
- Attend committee meetings according to the Advisory Committee constitution and actively participate in the committee’s business, goals, objectives, mission and overall efforts in a positive manner.
- Assist in the recruitment and educational development of 4-H volunteers and youth.
- Encourage participation from parents, members, families, and the community in 4-H programs and activities at the county and state levels.
- Keep informed and share 4-H information communicated through the 4-H Youth Development website, social media, emails, etc.
- Inform 4-H Professional(s) concerning training and resource needs of members or volunteers.
- Read 4-H newsletters/correspondences and access information from the 4-H web to keep yourself and others you serve informed.
- Assist in securing resources to conduct, promote, and expand the 4-H program.
- Promote favorable public relations and a positive image of the 4-H program.
- Participate in educational opportunities to further knowledge and skills.
- Work with 4-H Professional(s), volunteers and youth in a positive manner that promotes teamwork and collaboration within the 4-H program.
- Become familiar with and work within the philosophy, guidelines and standards of behavior of the Clemson University Cooperative Extension, South Carolina 4-H Program and the York County 4-H Program.

Skills Needed:
- Communication
- Organization
- Planning
- Decision Making
- Analytical
- Leadership
- Teamwork
Qualifications & Expectations:
• Ability, Interest and willingness to:
  • Demonstrate respect and patience in community with supporting youth and adults.
  • Support youth with their responsibility to plan and carry out educational activities of the club or group.
  • Work with volunteers and 4-H Professionals in an education setting in a positive manner that promotes teamwork and collaboration.
  • Effectively organize, delegate, and communicate (verbal and written).
  • Motivate members, parents, and other volunteers to assume leadership positions.
  • Become, familiar with and work within the philosophy and guidelines of Clemson University Cooperative Extension, SC 4-H Program and the County 4-H Program.

Clemson University Cooperative Extension Agrees to:
• Provide orientation and training opportunities to assist Advisory Committee Members in being successful in their position
• Provide access to educational materials and resources
• Provide appropriate recognition of members for their service
• Collaborate to fulfill the goals of the Advisory Committee

Advising Professionals:
4-H Youth Development Professional(s)

Adapted from “Volunteer Position Description – 4-H Advisory Committee Member” authored by Patty House, OSU Extension, 4-H Youth Development Extension Educator, Clark County