

Ohio 4-H Volunteer Training Requirements

OHIO 4-H VOLUNTEERISM & COMMUNITY CLUBS DESIGN TEAM

Ohio State University 4-H Volunteers have an outstanding reputation for their commitment to the development of our youth. In order to maintain this outstanding reputation, Ohio 4-H volunteers shall continue enhancing their skills to ensure all 4-H participants have a positive and educational experience by annually attending additional youth development training opportunities.

This requirement will be piloted in 2021, and the expectation of implementation will be in 2022. Annual updates, county trainings and conferences are great events to incorporate these topics in to events you are already doing.

On an annual basis beginning in 2022, to remain active and in good standing for the upcoming 4-H year, all current Ohio 4-H volunteers:

- Must participate in trainings covering at least **one** topic from each of the **two** identified volunteer competencies.
 - Each of these topics must be a minimum 30 minutes for a total of no less than an hour, with the best practice being a total of 2 hours.
 - These trainings may be offered consecutively at one event or multiple events.
- These trainings are required in addition to the Ohio State University Extension Recognizing & Reporting Child Abuse (Policy 1.50) training.

Expectations of County 4-H Professionals:

- Determine a completion deadline based on what works for the county program in correlation with already established county volunteer deadlines.
- Develop sessions and curriculum that covers a wide variety of topics. These may be offered in various formats within the county, region, virtually and/or at the state level.
 - A handful of training topics within each competency will be provided each year by the Volunteerism & Community Club Design Team. However, the topic within the competency and how it is taught may be determined by the County 4-H Professional. Resources will be made available in OneDrive and Scarlet CANVAS.
 - See the attached list of Core Competencies.
- At least one of the trainings must be an Extension provided, while the other may be an outside source training, if your county allows. This outside training must align with one of the core competencies and have pre-approval from the County 4-H Professional.
 - Examples may include Mental Health First Aid, CPR, etc.
 - Additional tools and resources will be shared by the Design Team.
- Keep documentation of these trainings. Excel works great!

Volunteers that do not meet the expectation may be placed on probation. County 4-H Professionals may determine if a grace period may be given for hours to be made up.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Ohio 4-H Volunteer Training Competencies

In line with the VRKC identified by the National 4-H Council, below is a list of the 6 core competencies; two of which must be covered each year. The topics underneath each corresponding competency may be taught at the discretion of the 4-H Professional. The Volunteerism Design Team will identify the two competencies to be covered on an annual basis.

1. Communication (2022)
 - a. Effective Communication
 - b. Community Partnerships
 - c. Member Recruitment
 - d. Marketing 4-H
2. Organization (2024)
 - a. Parliamentary Procedure
 - b. Project/Cloverbud Resources
 - c. Parent Recruitment & Involvement
3. Program Management (2022)
 - a. Financial Management
 - b. Fundraising
 - c. Meeting and Exceeding Deadlines
 - d. 4-H Online 2.0
 - e. Using the 4-H Emblem Logos/Other OSU Guidelines/Policies
4. Positive Youth Development (2024)
 - a. Engaging Teen Leaders
 - b. Engaging First Time Youth
 - c. Working with Diverse Audiences
 - d. Strengthening Youth Committee Involvement
 - e. Creative Positive Club Culture
5. Education Design and Delivery (2023)
 - a. Officer Training
 - b. Club Leadership
 - c. Member Retention & Engagement
 - d. Building Virtual Engagement
6. Interpersonal Characteristics (2023)
 - a. Building Positive Relationships
 - b. Conflict Management
 - c. Behavior Management
 - d. Above the Line Volunteering

Communication	<ul style="list-style-type: none"> •Abilities to create, deliver, and understand information •Good speaking, listening, and writing skills; positively presenting 4-H to the public; appropriately using technology to communicate
Organization	<ul style="list-style-type: none"> •Abilities to engage others in planning and delivering program •Planning and organizing successful programs, recruiting and involving parents in 4-H activities, identifying and serving community needs
Program Management	<ul style="list-style-type: none"> •Abilities to understand and follow appropriate policies, procedures, and safety guidelines •Anticipating and managing risks, keeping accurate and complete records and finances, providing an organized and supervised club environment
Positive Youth Development	<ul style="list-style-type: none"> •Abilities to create an environment that results in the positive development of youth •Caring for and ability to motivate youth, helping youth to develop life and leadership skills, appreciating diversity
Education Design & Delivery	<ul style="list-style-type: none"> •Abilities to plan, conduct, and evaluate learning opportunities for youth •Presenting activities and programs appropriate for different ages, using a variety of activities for different learning styles, having knowledge of the topics/subject matter delivered
Interpersonal Characteristics	<ul style="list-style-type: none"> •Abilities to work effectively with and understand others •Volunteer is honest, ethical, and moral; volunteer has patience and is flexible; having compassion for others

National 4-H Council. (n.d.). Volunteer research knowledge and competency taxonomy for 4-H youth development (VRKC). Chevy Chase, MD: National 4-H Council.