



Dear Potential Horse Committee Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer and a member of the newly restructured Jackson County Horse Committee. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

Applications are currently available and are being accepted until February 1<sup>st</sup>. If you or anyone you know are interested in becoming a member of the horse committee please complete an application and submit it by February 1<sup>st</sup>. Members of the Horse Committee do not have to be 4-H advisors. Parents, former 4-Hers, or anyone interested in kids and horses are welcome to apply. All Horse Committee Members must complete the Ohio 4-H Volunteer Application with this supplemental application and successfully complete a BCI Background Check if selected. This committee provides educational programming and guidance for 4-Hers taking horse projects and needs willing volunteers who care about kids.

All individuals who are interested in volunteering with Ohio State University Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities) must complete a selection process under the direction of an Extension professional.

To more efficiently and effectively support our service recipients, Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization in a long-term and/or higher risk position. While the actual order of implementation may vary from county to county, all potential volunteers will: (1) receive a position description; (2) complete an application and return to Extension office; (3) have references collected by Extension professionals; (4) complete an interview; (5) submit to a criminal history fingerprint record check; (6) agree to and sign the volunteer standards of behavior form; and (7) participate in an orientation/training program.

**PLEASE WAIT TO HAVE YOUR BACKGROUND CHECK UNTIL YOU HAVE CONSULTED WITH THE EXTENSION OFFICE AND RECEIVED THE PROPER PAPERWORK.**

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio State University Extension volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely,

Erin Dailey  
Extension Educator, 4-H Youth Development  
& County Extension Director



## Volunteer Position Description 4-H Youth Development Ohio State University Extension



### **Position Title:**

4-H Horse Committee Volunteer (Project and Activity)

### **Time Required**

On-going

### **General Purpose:**

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential through the Jackson County 4-H Horse Program

### **Specific Responsibilities:**

- ◆ Provide a variety of 4-H project related learning experiences, including:
  - Coordinate and conduct educational activities related to project areas.
  - Monitor progress towards project completion.
  - Prepare members for judging, skillathon, and exhibition
  - Informing 4-H families of project requirements, deadlines, and events & activities.
  - Provide constructive feedback to members, parents, and families.
- ◆ Advise members in coordinating/conducting club activities, including:
  - Community service, fund raising, tours, recreational activities, achievement programs, promotional activities and others.
- ◆ Promote 4-H opportunities in your county, including:
  - Encourage 4-H members' and parents' interest and participation.
  - Invite parents' ideas, cooperation, support and attendance at 4-H activities.
  - Recruit new members.
  - Inform members of county 4-H events & activities.
- ◆ Actively participate as a volunteer by:
  - Follow OSU Extension and 4-H Youth Development guidelines and policies.
  - Attending all (or most) of the club meetings and activities.
  - Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.
  - Participate in volunteer development opportunities.

### **Qualifications & Expectations:**

- ◆ Ability, interest, and willingness to:
  - Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self esteem, decision making, responsibility, and leadership.
  - Effectively organize, delegate, and communicate (verbal and written)
  - Work with minimal supervision from professional staff.
  - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program.

### **Ohio State University Extension Agrees to:**

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

### **Mentor/Supervising Professionals:**

Erin Dailey, Jackson County 4-H Extension Educator, [dailey.108@osu.edu](mailto:dailey.108@osu.edu), 740-286-5044, x25

## Jackson County 4-H Horse Committee Supplemental Application

*Complete this application and return to the  
Jackson County Extension Office by **February 1<sup>st</sup>***

Applications are currently available and are being accepted until February 1<sup>st</sup>. If you or anyone you know are interested in becoming a member of the horse committee please complete an application and submit it by February 1<sup>st</sup>. Members of the Horse Committee do not have to be 4-H advisors. Parents, former 4-Hers, or anyone interested in kids and horses are welcome to apply. All Horse Committee Members must complete the Ohio 4-H Volunteer Application with this supplemental application and successfully complete a BCI Background Check if selected. This committee provides educational programming and guidance for 4-Hers taking horse projects and needs willing volunteers who care about kids.

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a current 4-H Volunteer:      YES    NO      # of years as a volunteer \_\_\_\_\_

If so, what 4-H Club, Chapter, or other organization: \_\_\_\_\_

### **Please answer all of the following questions:**

What do you believe to be the main purpose of the 4-H Horse Committee?

Please describe what you believe to be some of the responsibilities of a 4-H Horse Committee member.

Why do you want to be a 4-H Horse Committee member?

What can you contribute to the Horse Committee and the overall success of the Jackson County 4-H Horse Program?

# OHIO STATE UNIVERSITY EXTENSION

What experience do you have when it comes to Horses and Horse Shows?

What do you see as the biggest challenge when it comes to being a 4-H Horse Committee Member and how do you plan to deal with this challenge?

What ideas do you have for increasing participation in the Jackson County 4-H Horse Program?

Describe a time when you have had to deal with conflict and how you handled the situation?

*\*\*\*\*Please read the following statements carefully\*\*\*\**

## **Jackson County 4-H Horse Committee Member Commitment**

If selected, I agree to uphold, to the best of my ability, the philosophy of the Jackson County 4-H Horse Committee. I understand, or will seek to learn, the responsibilities of my membership. I will commit to the activities and meetings of the Jackson County 4-H Horse Committee and will participate accordingly. I further understand that my position with the Jackson County 4-H Horse Committee may be terminated if I fail to comply with this commitment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Jackson County Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.*

Roger Rennekamp, Associate Dean, College of Food, Agricultural, and Environmental Sciences; Director, Ohio State University Extension

For Deaf and Hard of Hearing, please contact Jackson County Extension using your preferred communication (e-mail, relay services, or video relay services). Phone 1-800-750-0750 between 8 a.m. and 5 p.m. EST Monday through Friday. Inform the operator to dial 740-286-5044. 11/16

