

## Position Description

Position title: Grays Harbor 4-H Horse Council Vice President

Advisor(s): Previous Vice President, current elected officers, WSU Extension 4-H Youth Development Educator

Directly responsible to: Washington State University & the 4-H Youth Development Educator as its local representative

Purpose: To provide advice, guidance, and volunteer leadership to the entire Grays Harbor 4-H Horse project

Benefits of the position:

- Provide valuable leadership to a youth development program that enhances the lives of youth and adults throughout the county
- Gain leadership experience
- Work in partnership with WSU Extension 4-H Youth Development staff
- Meet and develop a working relationship with government officials, 4-H donors and others providing support or direction to 4-H
- Learn more about the WSU Extension program

Major duties:

- Plan 4-H Horse Council meeting agendas in consultation with other Council members and WSU Extension 4-H Youth Development Educator
- Preside at the monthly 4-H Horse Council meetings, providing direct leadership in the absence of the President
- Participate in developing long/short term goals to guide the Grays Harbor 4-H Horse project
- Ensure that 4-H horse policies are reviewed and updated on an annual basis
- Ensure that 4-H horse policies are upheld by 4-H members and volunteers
- Serve as a spokesperson for the Grays Harbor 4-H Horse Council and be an advocate for the 4-H program
- Engage the 4-H Horse Council members to recruit volunteers to carry out 4-H activities/programs, provide support in planning and organizing 4-H committees and promote youth and adult participation in 4-H

Skills needed:

- Willingness to follow and apply the beliefs and philosophy of the WSU 4-H Youth Development Program
- Be officially enrolled as an adult or member in the Grays Harbor 4-H program
- Ability to conduct meetings, listen and communicate effectively
- Ability to delegate and supervise work
- Ability to analyze facts and build realistic plans
- Ability to follow through on commitments
- Knowledge of electronic communication methods (e-mail)

Term: One year

Time involved: Approximately 5-10 hours per month

Trainings: Annual training with 4-H Youth Development Educator, and as deemed necessary to carry out duties

Expectations:

Periodic discussions with the WSU Extension 4-H Youth Development Educator will evaluate progress to successfully carry out each of the major duties. In addition, the Horse Council Vice-President is encouraged to relate the degree to which they are receiving support from other Council Members and the 4-H Youth Development Educator.