

# WI 4-H Youth ATV Safety Project Volunteer/Instructor

## WI 4-H Volunteer Position Description

**Position Title & General Description:** Wisconsin 4-H Youth ATV Safety Project Volunteers and Volunteer Instructors will provide classroom and hands-on ATV instruction in accordance with the ATV Safety Institute Standards (ASI) and the approved curriculum. Volunteers will also be asked to support outreach events to engage youth in ATV Safety.

### Purpose:

- To expand ATV Safety knowledge to youth and other audiences that includes safe operation, agriculture uses and tread lightly principals through instructional courses and outreach events.
- Build capacity to reach as many youths as possible.
- Working with youth and adult volunteers offering a positive youth development experience for young people.

### Responsibilities:

1. Create and maintain a safe and welcoming environment that fosters positive youth development
  - Review "Creating a Safe Environment" Risk Management Checklist (<https://4h.extension.wisc.edu/files/2020/06/Creating-a-Safe-Environment-Risk-Mangement-Checklist.pdf>) for safety procedures/requirements related to the activities/events
2. Assist in instructing hands-on ATV safety courses.
3. Support outreach events.
  - May include hauling ATVs in an enclosed trailer to events.
  - Promote ATV Safety at outreach events using hands-on and engaging activities (no ATV riding)
4. Assist in recruiting adult volunteers and resources
5. Work with the community to build understanding and support of 4-H
6. Maintain open communication with youth, adult volunteers, and parents/guardians
7. Participate in project volunteer training offered by county, region, or state
8. Complete forms related to respective project as required
9. Abide by all University of Wisconsin-Madison and Division of Extension rules, regulations, and procedures (e.g., youth/vulnerable populations protection policies) and with any federal, state, city, or other laws and rules that are applicable to the location where the activity is occurring.

### Qualifications:

- Adults who are interested in working with youth and other adults
- An appreciation of experiential learning and a desire to help youth learn by doing
- Commitment to providing educational opportunities to diverse groups of youth and adults
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- Experience working with teams and building skills in others
- Organizational skills
- Enthusiasm, patience, and understanding
- Communication skills (written & oral)
  - Willingness to communicate with diverse groups of youth and adults
- Knowledge of the subject matter and/or a willingness to learn
- Successful background check, agree to Extension Volunteer Behavior Expectations and Conditions of Service
- Enrolled as an active volunteer in 4-H Online

### Benefits:

- Learn strategies to teach and lead effective meetings
- Opportunity to connect with community partners
- Develop personal and interpersonal communication skills
- Opportunity for personal growth
  - Increased confidence
  - Learn problem solving skills
  - Practice time management
- Potential to gain technical skills that are transferable to professional work environments
- Satisfaction of contributing to positive development of youth, families, and community

**Time Commitment:**

- Approximately 15-40 hours per year—depending on course and outreach event schedules
- Participation in volunteer training
- Participation in other learning experiences as desired (examples: tours, workshops, county fair)

**Training/Orientation:**

- Required—
  - Annual Required Volunteer Training (this includes Mandated Reporter and Sexual Misconduct in Youth Programs training content)
  - Complete Authorized Driver process - <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/4-h-volunteers/volunteer-driver-authorization-process/>
  - Receive Extension Volunteer Agreement prior to volunteering
  - WI DNR ATV Safety Instructor Certification
  - State level certification course for hands-on instructors
- Recommended –
  - 4-H Volunteer Orientation (Grow Green)
  - Essential Elements online training modules for volunteers
  - Volunteer training workshops as scheduled
- Resources Available:
  - Grow Green 4-H Volunteer Orientation handouts: <https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
  - Project meeting planning guide (<https://fyi.extension.wisc.edu/wi4hvolunteers/files/2016/06/Project-Meeting-Plan.pdf>)
  - Guidance and support from the Wisconsin 4-H Youth ATV Safety Project Manager
- Websites:
  - Wisconsin 4-H Youth Development Website: <https://4h.extension.wisc.edu/>
  - 4-H National Headquarters: <https://nifa.usda.gov/program/4-h-positive-youth-development>
  - Shop 4-H: <https://shop4-h.org/>

**Accountable to: The Wisconsin 4-H Youth ATV Safety Project Manager**

**For information to to volunteer contact:**

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