



UW-MADISON EXTENSION

# Activity/Event Volunteer

WI 4-H Volunteer Position Description

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**Position Title:** Activity/Event Volunteer

**Purpose:**

- Provide leadership/organization for an activity or event **and/or** participate as a member of an activity or event committee
- To work with youth and adult volunteers to offer a positive youth development experience for young people

**Responsibilities:**

1. Work together with other activity or event volunteers, community leaders, and 4-H Youth Development staff to develop educational opportunities
2. Create and maintain a safe and welcoming environment that fosters positive youth development
  - Review "Creating a Safe Environment"  
(<https://fyi.extension.wisc.edu/wi4hvolunteers/files/2018/06/RiskManagementChecklist-Feb-2016.pdf>)  
Risk Management Checklist for safety procedures/requirements related to the activities/events
3. Encourage parents/guardians to attend learning experiences
4. Support youth voice by involving youth in decision-making
  - Encourage youth/adult partnerships
  - Involve youth leaders in teaching or leadership roles
5. Include an opportunity for youth to reflect on their learning
6. Recruit adult and youth volunteers and resource people
7. Assist in identifying, locating, and obtaining community resources
8. Work with the community to build understanding and support of 4-H
9. Maintain open communication with youth, adult volunteers, and parents/guardians
10. Serve as the primary contact person between the event/activity committee and the Youth Development Extension staff (applies if this person is in charge of the county event/activity)
11. Participate in project volunteer training offered by county, region, or state
12. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
  - Responsible for paperwork for events/activities
13. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension.

**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 and oral communication skills
  - Willingness to communicate with diverse groups of youth and adults
- Successful background check
- Enrolled as an active volunteer in 4HOnline

**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 2-15 hours—depends on the activity/event
- Participation in activity/event orientation training

**Training/Orientation:**

- Required—Mandated Reporter Training for Volunteers—online
- Required—Volunteer in Preparation (VIP) Training
  - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
  - Receive Extension Volunteer Agreement prior to volunteering
- Essential Elements online training modules for volunteers
- Volunteer leader training workshops (county, regional, state)
  - Some projects may have specific required training

**Resources Available:**

- Volunteer in Preparation (VIP) Training handouts:  
<https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/>
- Guidance and support from county 4-H Youth Development Staff
- **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/>
  - Club Central Website: Will be available in 2020

**Accountable to:** County 4-H Youth Development Staff and the Area Extension Director



**Extension**

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