Position Title: Committee Volunteer

Purpose:
- Provide leadership for a committee and/or participate as a member of a committee
- Create educational experiences for all youth engaged in the program
- To work with youth and adult volunteers in offering a positive youth development experience for young people

Responsibilities
1. Work together with other committee volunteers, community leaders, and 4-H Youth Development staff to develop an educational plan to meet program goals
   - Recruit adult and youth volunteers and resource people
   - Develop a budget for committee (if appropriate)
   - Provide committee reports
   - Evaluate work done by committee to ensure it aligns with program goals
2. Create and maintain a safe and welcoming environment that fosters positive youth development
   - Risk Management Checklist for safety procedures/requirements related to the committee responsibilities
3. Support youth voice by involving youth in decision making
   - Encourage youth/adult partnerships
   - Involve youth leaders in teaching or leadership roles
4. Actively participate in committee meetings
5. Assist in identifying, locating, and obtaining community resources that relate to the program goals
   - Work with the community to build understanding and support of 4-H
6. Serve as primary contact person between the event/activity committee and the Youth Development Extension staff (applies to volunteers in charge of the committee)
   - Maintain open communication with youth, adult volunteers, and parents/guardians
7. Participate in volunteer training offered by county, region, or state
8. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
   - Responsible for paperwork for events/activities related to the committee
9. 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 creating capacity 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: Short term (until committee goal or purpose has been completed)
● Approximately 2-15 hours - depends on the committee responsibilities

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)

Resources Available:
● Guidance and support from county 4-H Youth Development Staff
● Volunteer in Preparation (VIP) Training handouts: https://fyi.extension.wisc.edu/wi4hvolunteers/volunteers-in-preparation/

● 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