



UW-MADISON EXTENSION

Committee Volunteer

WI 4-H Volunteer Position Description

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
 - Review "[Creating a Safe Environment](#)" 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