



UW-MADISON EXTENSION

Adult Advisor/Chaperone

WI 4-H Volunteer Position Description

Position Title: Adult Advisor/Chaperone

Purpose:

- To work with a team of adult advisors and 4-H Youth Development staff to ensure youth have a safe and positive educational experience

Responsibilities:

1. Create and maintain a safe environment that fosters positive youth development
 - Review “Creating a Safe Environment”
(<https://4h.extension.wisc.edu/files/2020/06/Creating-a-Safe-Environment-Risk-Mangement-Checklist.pdf>) Risk Management Checklist for safety procedures/requirements related to the activities/events
2. Expand access and create a welcoming environment for all youth participating in the experience
3. Support youth voice by involving youth in decision-making
 - Encourage youth/adult partnerships
 - Involve youth leaders in teaching or leadership roles
4. Meet with committee/volunteers to plan educational experience
5. Recruit adult and youth volunteers and resource people
6. Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
7. Work with community partners to build understanding and support of 4-H
8. Inform youth, adult volunteers, and parents/guardians of 4-H Youth Development program policies and procedures related to the educational experience
9. Communicate appreciation to and recognition of people who have contributed
10. Maintain open communication with youth, adult volunteers, and parents/guardians
11. Participate in volunteer professional development opportunities
12. Serve as the primary contact person between the adults advisors and the Youth Development Extension staff
13. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures.
14. 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
- Adults must be 21 years of age or older to serve as an adult advisor/chaperone
- Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- 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
- 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

- Interest in 4-H educational programs
- 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:

- Requires the necessary time for the educational experience, as well as orientation and planning meetings
- Participation in volunteer 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

Resources Available:

- Guidance and support from county and state 4-H Youth Development Staff
- Volunteer leaders training workshops (county, regional, state)
- 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 and State 4-H Youth Development Staff and the Area Extension Director



Extension

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