



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 (<https://4h.extension.wisc.edu/files/2020/06/Creating-a-Safe-Environment-Risk-Mangement-Checklist.pdf>) 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 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. 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. This includes USDA rules, policies, and guidelines.

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, agree to Extension Volunteer Behavior Expectations and Conditions of Service
- 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—
 - Volunteer Orientation (VIP or Grow Green)
 - Mandated Reporter Training for Volunteers
 - Building Safe Spaces Training
 - Supporting You, Supporting Youth Training
 - Receive Extension Volunteer Agreement prior to volunteering
- Optional –
 - Essential Elements online training modules for volunteers
 - Volunteer training workshops (county, regional, state)
 - Some projects may have specific required training

Resources Available:

- Guidance and support from county 4-H Youth Development Staff
- Grow Green 4-H Volunteer Orientation 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/>

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



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