



UW-MADISON EXTENSION

# 4-H Project Coach

WI 4-H Volunteer Position Description

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**Position Title:** Livestock or Dairy Judging Team Coach, Quiz Bowl Coach, Robotics Project Coach, Drill Team Coach, Project Team Coach

## Purpose:

- Serve as a coach and teacher for youth
- Encourage youth in learning life skills within a project judging experience
- Support the positive growth and development of youth involved in this project

## Responsibilities:

1. 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 activities/events
2. Meet with members to determine interest, set project goals, and plan practices based on goals
  - Review all safety procedures/requirements related to the project
  - Consider age and developmental level of youth in the project
  - Consider including tours and learning opportunities to extend the members' experiences
  - Work with youth to reflect on their learning experiences—utilize the Experiential Learning Model
  - Recognize members' growth
3. Recruit adult and youth volunteers and resource people to assist with project event/program
4. Organize practices and other educational opportunities; prepare the youth for the project event
5. Serve as primary contact person between the judging team/project and the Extension staff person (applies if volunteer oversees the team/project)
6. Maintain open communication with youth, adult volunteers and parents/guardians
7. Encourage parents/guardians to attend project meetings and learning experiences
8. Participate in project volunteer training or event orientations offered by county, region, or state
9. Complete forms related to respective project, if required
10. 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.
11. If planning to transport youth to practices or competitions, complete the Driver Authorization Process ([link below](#)).
12. If traveling on an overnight experience with Project Team members, collect and review all Youth Health Forms, Health Update Forms and medication. Maintain confidentiality of all information. Ensure that every youth participant has a completed health form and health update form. Communicate with 4-H Youth Development Staff and parent/guardian for clarification of any concerns. Document communication.

**Qualifications:**

- Enrolled as an active volunteer in 4-H Online (background check complete, and all required training completed)
- Interest in working with youth and other volunteers
- Organizational skills
- Enthusiasm, patience, and understanding
- Written and oral communication skills

**Time Commitment:**

- Event dates plus additional time in preparation for the event
- Participation in volunteer orientation and trainings
- Practices and study time with youth participants

**Training/Orientation:**

- Required–
  - Annual Volunteer Training (which includes Mandated Reporter and Sexual Misconduct in Youth Programs content)
  - If participating in an overnight Project Team experience, one adult traveling with team must have CPR and First Aid certification to serve as Health Coordinator (if in custodial care of youth)
- Recommended:
  - Essential Elements online training modules for volunteers
  - Volunteer leader training workshops (county, regional, state)
  - Supporting Youth Mental Health – <http://symh.wi4h.org>

**Resources Available:**

- Project/Content Specific educational resources
- Specific event/contest rules
- Program Health Log (if in custodial care of youth)
- Some events/camps have additional responsibilities and guidelines. These would be available from the 4-H Youth Development Educator and/or Program Director

**Accountable to:** County Extension Educator, 4-H Animal Science Specialist (depending on role), Extension Livestock Specialist (depending on role)

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Extension

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