Volunteer Role Description

Sawyer County Certified Adult 4-H Overnight Chaperone – General

Purpose: To coach, mentor, and guide youth participants to have a safe, healthy, and positive learning experience through participation in the (specific Sawyer County 4-H event/activity).

Success Criteria: Youth participants in the (specific Sawyer County 4-H event/activity) will gain knowledge and skills in a (specific area) while participating in a safe, positive educational experience.

Time Required: Participation in the face-to-face 4-H volunteer or teleconference orientation for a specific event/activity, if provided; and participation in the entire duration of the specific event.

Responsibilities:
- Complete the volunteer application/screening procedures.
- Complete the Sawyer County 4-H volunteer orientation.
- Abide by the affirmative action/EEO policies and guidelines.
- Attend the face-to-face orientation for the specific County, District, State or National 4-H event/activity, if provided.
- Supervise youth during the entire time of the event/activity.
- Model all rules and regulations for all participants.
- Encourage youth to actively participate in all activities.
- Enforce behavior guidelines and code of conduct for specific event/activity and appropriately handle misbehavior.
- Assist with the logistics of the specific event/activity as appropriate.
- Supervise check in, clean up, and check out.
- Assist with timely checks on participants – enforce curfew.
- Sleep in the assigned areas to monitor the health and safety of the participants.
- Monitor the health of the youth; have basic first aid/BBP (Blood Borne Pathogens) supplies and emergency consent forms with you at all times.
- Communicate regularly and cooperate with the Event Coordinator.
- Review and assist in implementing the event/activity risk management plan.
- Supervise youth including discipline, housing, and health/emergency needs.
- Complete any necessary reports.

Target Dates: Dates of specific event/activity

Resources Available: Role description
Promotion/registration materials for event
Web-based 4-H Overnight Chaperone Orientation, if provided
Guidance and support from Extension staff
Guidance and support from Event Coordinator

Training Opportunities: 4-H Volunteer Orientation
Specific Event Chaperone Orientation

Reports to: Lori Laberee, 4-H Youth Development Agent
For Questions, Contact: Lori Laberee, 4-H Youth Development Agent
10610 Main St., Suite 194
715-638-3237 or 1-877-699-4110
lori.laberee@ces.uwex.edu

Qualifications:
- Understand and appreciate the behavior of participants of a specific age for the individual event/activity.
- Ability to participate in activities that require long hours, limited sleep, and physical activity.
- Interest in youth and enthusiasm for working with youth.
- Ability to work and communicate effectively in written and verbal form.
- Ability to handle sensitive issues, discipline, and emergency situations.
- Ability to work with youth while nurturing positive self-esteem, decision-making, responsibility, and leadership.

Date: 07/2012