

## 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

