

## 4-H Volunteer Packet

### Packet Contains:

- Welcome Letter
- Long Term Volunteer Application
  - References
  - Volunteer Agreement
  - Photo Release
  - CCE Code of Conduct
  - Acknowledgement of Risk
- Motor Vehicle Record Request Permission Form
- Background Check Consent Form
- 4-H Code of Conduct
- 4-H General Leader Position Description
- 4-H Project Leader Position Description
- 4-H Overnight Chaperone Position Description

Please complete all forms and return to the 4-H Department of Cornell Cooperative Extension of St. Lawrence County Office at 2043B SH 68, Canton, NY 13617. If you have any questions, please contact the office at 315-379-9192 ext. 261.



# Cornell Cooperative Extension St. Lawrence County

2043B State Highway 68  
Canton, NY 13617  
t. 315-379-9192  
f. 315-379-0926  
stlawrence@cornell.edu  
stlawrence.cce.cornell.edu

Dear Prospective 4-H Volunteer,

Thank you for your interest in volunteering to participate in a 4-H Youth Development Program. The 4-H program, delivered through the efforts of our dedicated volunteers and staff, continues to prepare our young people to take on the challenges in their communities and in the world. Our youth learn the necessary skills needed to make a positive difference. Your interest in becoming a volunteer helps to insure that we can continue to deliver valuable skills and information to our youth. Because the protection of our youth, our volunteers, and our staff is our top priority, you must complete the following application process before you can be considered for acceptance as a 4-H volunteer in New York:

New Applicants: (Application, reference and consent forms, and instructions are included in this packet.)

- Complete and return the Application for a Volunteer Position in 4-H.
- Complete and return the Volunteer/Leader Enrollment Form. (If applicable)
- You **MUST** include at least 2 names along with complete mailing addresses and e-mail addresses of personal references who are NOT relatives and who have knowledge of your skills when working with youth.
- Complete, sign, and return a Background Check Authorization/Consent form to our office.
- Complete, sign, and return a Motor Vehicle Record Request Permission Form
- Acknowledgement of Risk, Waiver & Release Forms.
- Complete, sign, and return the Volunteer Agreement and Code of Conduct Forms.
- A new position agreement will need to be signed and you will need to attend a volunteer orientation, as well as any required training.

We will contact you for an interview after our office has received all the necessary paperwork/documentation listed above.

**Completing the application process does not insure acceptance as a potential certified volunteer. We will notify you in writing of your acceptance or non-acceptance as a volunteer.**

**PLEASE NOTE that you may not work with 4-H youth unless under the direct supervision of a currently certified 4-H volunteer or extension personnel until we have notified you in writing that you have successfully completed the certification process.**

If you have any questions, please contact us at 315-379-9192 or [tlh233@cornell.edu](mailto:tlh233@cornell.edu).

Thank you,

Tamara Hill  
4-H Youth and Family Team Leader



Cornell Cooperative Extension is an employer and educator recognized for valuing AA-EEO  
Qualified Veterans and Individuals with Disabilities and providing equal program and  
employment opportunities.



# Cornell Cooperative Extension St. Lawrence County Long Term Volunteer Application

**A long-term volunteer is making a commitment to the program (one year or more), involved in high-risk and unsupervised activities (chaperones, etc.), and help make decisions and direct the focus of the program.**

## Demographic Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Chosen Pronouns (ex. she, he, they, etc.): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Landline: \_\_\_\_\_

Email address: \_\_\_\_\_

Birthdate (\*if under 18) \_\_\_\_\_ Gender:  Male  Female  Other  Prefer Not to Disclose

Describe any physical or health accommodations that may be needed to allow you to fulfill this volunteer role:

\_\_\_\_\_

Ethnicity:  Hispanic  Non-Hispanic

Race:  White/Caucasian  Asian  Black/African American  Native American/Alaska Native

Hawaiian Native/Pacific Islander  Prefer Not To Disclose

Emergency Contact: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

## Volunteering Data

**Please check those that interest you:**

- Board of Directors
- Program Advisory Committee
- Master Gardener Program Volunteer
- Master Food Preserver Volunteer
- 4-H Volunteer
- Energy Navigator Volunteer

### *General*

- Organizing or supporting events/activities
- Fundraising
- Other: \_\_\_\_\_

**Transportation:** Do you have an independent and reliable means of transportation to and from volunteer activities?

Yes  No

**Approximately how many hours/week would you like to volunteer?**

- 1-4 hours per month
- 5-9 hours per month
- Only certain times per year \_\_\_\_\_

**Do you have a preference about working with a particular age group?**

Youth  Adults  Both

Interests/Hobbies (please list): \_\_\_\_\_

\_\_\_\_\_

## References

List two persons we may contact, not related to you, who have knowledge of your qualifications.

### Reference 1:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Reference 2:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Volunteer Agreement

*We are pleased that you have accepted a volunteer assignment to Cornell Cooperative Extension Association of St. Lawrence County (hereafter referred to as "CCE"). Please accept our sincere thanks for your valuable contribution to CCE.*

1. I, \_\_\_\_\_ (print name), agree that as a CCE volunteer my participation in the activities outlined in the attached volunteer position description is without monetary or other compensation.
2. I understand that CCE shall have the right to suspend or release me as a volunteer at any time and for any reason, within the discretion of CCE. I also understand that I have the right to terminate this agreement, recognizing that if I receive significant training for the volunteer position that there is an expectation of volunteer service.
3. I understand that CCE does not provide volunteers with medical insurance; therefore CCE is not responsible for any medical expenses incurred by me. Further, I understand that I am neither covered by Worker's Compensation nor entitled to employee benefits as a result of my CCE volunteer affiliation.
4. CCE will cover me as a volunteer under the CCE commercial general liability to protect me against any covered claims for injury to persons or damage to property arising out of my activities as a volunteer. In exchange for volunteer liability insurance protection I, on behalf of myself, my heirs, and my representatives, do hereby release CCE and the Association, its officers, directors, employees, and other volunteers from any liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of CCE or the Association. I understand that the liability insurance coverage only applies when I am on duty, acting in accordance with CCE guidelines for my volunteer assignment, and all other applicable pre-conditions for coverage under the CCE insurance policy are met.
5. CCE agrees to provide the orientation, training, supervision, and support deemed necessary by CCE for the successful fulfillment of my volunteer responsibilities.
6. I am aware of the terms and conditions of this agreement and agree that the provisions of this agreement do not constitute a contract, either expressed or implied, for employment between CCE and myself.
7. Background checks will be repeated on a regular basis; every year for the NYS Sex Offenders' Registry, every 3 years for the Criminal History File check and MVR check. The Volunteer Agreement and Code of Conduct will be reviewed every 3 years.
8. I fully support the following statement: "Cornell Cooperative Extension provides equal program and employment opportunities."
9. This agreement is valid until it is terminated by CCE or me.

*For Staff Only:* Provide one copy of this signed agreement to the CCE Association volunteer. Retain original copy for a minimum of 6 years from the time of the CCE volunteer's departure. If volunteer worked with minors, keep this agreement indefinitely.

## Photo Release

By signing this form, I consent and give permission to allow Cornell Cooperative Extension the right to use photos, videos, direct quotes, and/or audio clips that they have of me participating in Cornell Cooperative Extension programs or events. Further, by signing this consent and release form, I acknowledge that I understand and agree to the above request and conditions. I sign this form freely and without inducement.

Please Circle One:    Yes                      No                      Ask before taking photo

## CCE Volunteer Code of Conduct

CCE volunteers are required to accept and adhere to the following standards of behavior when engaged in assigned volunteer activities:

- Respect and adhere to CCE rules, policies, and guidelines that relate to volunteer activity and the program I serve.
- Execute CCE business in an ethical manner.
- Preserve the confidentiality of information (and sign confidentiality agreement if required by my volunteer role) about program participants and CCE internal affairs that have been entrusted to me as affirmed by my signature on the Volunteer Confidentiality Agreement.
- Refrain from using my CCE volunteer status for personal or business financial gain. All funds raised in the name of CCE and or/4-H are property of CCE.
- Fulfill my assigned volunteer duties, including completion of required records or reports, in a timely manner.
- Use my time wisely and work cooperatively with Extension staff and other volunteers.
- Participate in required training programs and use the recommended policies and procedures.
- Accept supervision and support from professional Extension staff and/or supervisory volunteers.
- Respect and uphold the rights and dignity of all staff, other volunteers, and all individuals who participate in CCE programs, recognizing that people's values, beliefs, customs, and strengths differ.
- Encourage participation of and respect for individuals of diverse backgrounds, cultures, and perspectives.
- Refrain from the use of alcohol, tobacco, and inappropriate language.
- Commit no illegal or abusive act.
- Report all unsafe conditions and accidents to professional Extension staff as soon as possible.
- Dress in a manner that reflects a positive image of Cornell Cooperative Extension.

## ACKNOWLEDGEMENT OF RISK

This form must be completed to participate in Cornell Cooperative Extension activities.

I fully understand and acknowledge that there are inherent risks and dangers in my participation in the above activities and my participation in said activities and use of equipment or materials related to such activities may result in my injury, illness or death and damage to or loss of my personal property.

I understand other participants, accidents, forces of nature or other causes may cause these risk and dangers and I hereby fully acknowledge and accept these risk and dangers.

I am in good health and I am at or above the minimum age of 18 required to participate in this activity and I am able to participate in any strenuous physical activity associated therewith.

I herewith release, forever discharge and waive any right of recovery or subrogation against Cornell Cooperative Extension, its officers, directors, employees and volunteers from any and all liability whatsoever for any illness or injury, including death or damage to or loss of my personal property that I may sustain while I am participation in this program. This shall be binding on my heirs, successors, assigns, administrators and executors. Any claims or disputes arising out of my participation in the activity shall first be submitted to arbitrations and/or be venued in the Supreme Court of the State of New York of the sponsoring County Association, the choice of which shall be at sole discretion of CCE.

## Signatures

With my signature, I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a Cornell Cooperative Extension volunteer. I authorize Cornell Cooperative Extension of St. Lawrence County to obtain pertinent information relative to my suitability to perform the duties of the volunteer position. I further release all parties supplying said information from all liability and responsibility arising from their supplying said information. I understand that my volunteer position is contingent upon signing the CCE Association Volunteer Agreement, Photo Release, Acknowledgment of Risk, and Code of Conduct. This form will be kept in CCE Association files for seven (7) years from date of submission.

Volunteer Name (print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

: \_\_\_\_\_ Date: \_\_\_\_\_



### Motor Vehicle Record Request Permission Form

I, the undersigned, give authorization for License Event Notification System (LENS), P. W. Wood and Son, Inc. or Intelli, on behalf of Cornell Cooperative Extension to obtain a current copy of my Motor Vehicle Driving Record (MVR). I state that I currently hold a valid Motor Vehicle Driver's license as indicated below and all information is correct. This authorization is good until revoked by me in writing. This information will only be used to verify my Motor Vehicle Driving Record, establish my eligibility to use company vehicles and/or transport program participants, and to monitor my driving record for possible issues that would make me ineligible to continue to perform these functions.

In order to fulfill our organizational purpose to educate NYS residents, LENS data will be used for a public purpose to allow CCE to maintain Public Safety and protect NYS residents and others on the roadways. LENS will send notification about the following events when they post to a drivers' license record:

- accidents (reportable)
- convictions
- expirations
- HazMat (Hazardous Material) endorsement changes
- MedCert (Medical Certification) status changes
- Point and Insurance Reduction Program completions
- license status changes
- suspensions and revocations

\* PRINT OR TYPE ALL INFORMATION

Check one:

- Applicant (IF HIRED: Please inform The Wood Office)
- Current Employee
- Volunteer  I do not plan to drive as a Cornell Cooperative Extension volunteer.

Name as it Appears on License: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

State of License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Cornell Cooperative Extension St. Lawrence County

2043B State Highway 68  
Canton, NY 13617  
t. 315-379-9192  
f. 315-379-0926  
stlawrence@cornell.edu  
stlawrence.cce.cornell.edu

## BACKGROUND CHECK Authorization/Consent

During the application process and at any time during the tenure of my volunteer service or employment with Cornell Cooperative Extension of St. Lawrence County, I hereby authorize Cornell Cooperative Extension of St. Lawrence County to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, department of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristic.

Print **FULL LEGAL** Name: \_\_\_\_\_

\*Social Security Number: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*For identification purposes only.



*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and individuals with Disabilities and provides equal program and employment opportunities.



# NYS 4-H Code of Conduct

Our first priority is to create a safe, inclusive space for learning, sharing, and collaboration welcoming to people from diverse backgrounds, cultures and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration status, sex, gender, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, physical appearance, body size, protected veterans, and individuals with disabilities. CCE actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity on the basis of any legally prohibited discrimination. CCE is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

All 4-H Participants—youth, families, volunteers, and Extension staff—in or attending any activity or event sponsored by Cornell University's Cornell Cooperative Extension (CCE) 4-H Youth Development Program are required to uphold the values of the NYS 4-H program and conduct themselves according to these standards. The standards also apply to online activity, including social media internet presence.

## Ground Rules

The following Ground Rules apply to all 4-H participants and volunteers. In addition to these expectations, CCE volunteers are accountable to additional expectations outlined in the CCE Volunteer Code of Conduct. Extension staff is accountable to additional standards of professionalism that are outlined by position descriptions and CCE human resource policies.

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in CCE and 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
2. **Bring Your Best Self.** Respect and follow Cooperative Extension rules, policies, and guidelines that relate to 4-H Youth Programs and Events. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others
3. **Obey the Law.** Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons, or any harmful object with the intent to hurt others at any time. (Firearms are allowed only as part of supervised 4-H Shooting Sports programming.) Do not attend CCE or 4-H activities under the influence of alcohol or controlled substances.
4. **Honor Diversity – Yours and Others'.** Respect and uphold the rights and dignity of all staff, volunteers, families, and youth who participate in CCE and 4-H programs. Follow Cornell Cooperative Extension Non-Discrimination Policy.
5. **Create a Safe Environment.** Do not carelessly or intentionally harm youth or adults in any way (verbally, mentally, physically, or emotionally). Refrain from romantic displays and sexual activities either in public or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying, and other exclusionary behavior aren't acceptable. Be considerate and courteous of all youth and adults and their property.
  - a. Youth must stay in the designated dormitory lodging areas: boys may not be in girls' dormitory or lodging areas and girls may not be in boys' dormitory or lodging areas.



- b. Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to the NYS 4-H, Extension staff, and Event Coordinators as soon as possible.
- 6. **Be a Team Player.** Work cooperatively with Extension staff, volunteers, 4-Hers, and all involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
- 7. **Participate Fully.** Participate in all of the planned programs, be on time and follow through on assigned tasks/responsibilities (including the completion of required records or reports) in a manner that insures the safety, well-being, and quality of the educational experience for self and others. Have fun!
- 8. **Watch What You Wear.** Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of members of our community are never acceptable. Don't wear revealing clothing, such as short skirts or shorts, midriff-baring tops, and sagging pants. If you are unsure about what is appropriate, contact the local CCE 4-H Educator in charge in advance.
- 9. **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others, and that you are representing yourself, CCE, and the 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all 4-H activities.

Consequences

Any of the following may be used, depending on severity of the situation:

- 1. Participant will receive a verbal warning.
- 2. Participant may remain at the event/activity, but may possibly be barred from a future event.
- 3. Participant may be asked to leave the event/activity. If a youth, the parent(s) will be called and the youth will be sent home at family's expense.

**I have read and understand the above and will abide by the NYS 4-H Youth Development Code of Conduct.**

<b>Signature of 4-H Youth or Adult</b>	<b>Date</b>
<b>Signature of Parent/Guardian (if youth)</b>	<b>Date</b>
<b>4-H Program Year:</b>	

## **Cornell Cooperative Extension of St. Lawrence County Volunteer Position Description**

**Title:** 4-H General Leader

**Purpose of Position:** The general leader serves in a variety of roles in the local 4-H club to back-up the organizational, project, and/or activity leader(s). The general leader is flexible in covering a number of different positions at the club level.

**Responsibilities:**

- Be knowledgeable of the responsibilities of the leader responsibilities for any leader positions to which this volunteer will provide support and back-up coverage.
- Keep current with knowledge of local club programs, events, and current youth and adult participants.
- Support county program policy and county programming as it relates to the local club.
- Serve as a positive role model for youth.
- Act according to positive youth development principles.
- Attend 4-H leader training meetings.

**Expected Results:** The local 4-H club will maintain quality programming in an environment that promotes positive youth development. School-age youth will feel welcome to join 4-H and those who do will experience learning, personal growth and a sense of belonging. Volunteer leaders will be able to maintain appropriate coverage for club activities even when leaders need to have their responsibilities covered occasionally by another leader.

**Training and Support:**

- Job Description
- Leader Orientation (required)
- Youth Development classes and Project Training Sessions
- Printed 4-H Project Guides available for purchase
- Teaching kits, tools and equipment available for loan
- Peer support through a local 4-H Leaders Association
- This position is supervised by the 4-H Volunteer Coordinator
- The 4-H Youth Development Educator is ultimately responsible for the quality of the club program and the performance of 4-H volunteers.

**Reporting:**

- Completion of forms required for the volunteer position being filled
- Annual enrollment forms are required for all volunteer leaders

**Time Commitment:** This will vary with the club schedule. About 12 hours per month for member and leader activities at club and county levels

**Level of Background screening required (check those that apply):**

- Interview
- Reference Check
- Criminal Background Check
- Motor Vehicle Record (MVR) Check

**Qualifications:**

- Is knowledgeable of the Cornell Cooperative Extension mission and the 4-H Youth Development Program
- Interest in supporting the club volunteer leadership in a variety of ways
- Skill in adapting to the needs of the moment

*Cornell Cooperative Extension provides equal program and employment opportunities.*

- Ability to relate well and communicate with a wide variety of people
- Willingness to work with any 4-H member or leader
- Knowledge of the full range of club volunteer roles and willingness to serve as needed
- Enthusiasm
- Enjoyment in working with people
- Completed screening as indicated above

**Benefits:**

- Enhance personal leadership skills
- Build adaptability
- Build relationships with youth and adults
- Derive satisfaction from helping youth to reach their full potential
- Opportunity for training and resume building

**Salary:**

Unsalaries; this position does not imply employment with Cornell University or Cornell Cooperative Extension

**Mentor/Supervising Professional:**

Name:  
 Title:  
 Address:  
 Phone:  
 Fax:  
 Email:

*"I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religions, disability, or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."*

---

Signature of Volunteer

Date

---

Signature of Extension Professional

Date

(11/08/13)

## **Cornell Cooperative Extension of St. Lawrence County Volunteer Position Description**

### **Title: 4-H Project Leader**

**Purpose of Position:** A 4-H Project Leader provides instruction and informed guidance to 4-H members as they complete requirements and participate in activities related to a specific 4-H project category.

### **Responsibilities:**

- Works with 4-H members in one or more 4-H clubs.
- Keep up to date on the content of and resources available for projects in the designated category.
- Encourage participation in the designated project category.
- Lead project activities and teach related skills following lessons outlined in 4-H Project Guides or other materials recommended by 4-H staff.
- Provide guidance to other leaders, teens, or family members who may be assisting with the project.
- Assist members with the completion of project records, exhibit entry-forms, and any other paper work related to their project participation.
- Assist with project-related activities at the county level (optional).

**Expected Results:** 4-H members will participate in projects appropriate for their age and experience and will achieve the stated objectives. They will enjoy their project experience and feel a sense of pride in their accomplishments.

### **Training and Support:**

- Job Description
- Leader Orientation (required)
- Introduction to the objectives and resources for the designated project category (required)
- Training Sessions for specific projects within the category (at least one per year)
- Printed 4-H Project Guides available for purchase
- (For some projects) Teaching kits, tools and equipment available for loan
- Printed materials and other teaching aids from Cornell and other LGU's
- 4-H Staff support from your local county, district, and state
- The 4-H Youth Development Educator is ultimately responsible for the quality of the club program and the performance of 4-H volunteers.

### **Reporting:**

- Lists of members who completed the project are due to the 4-H Club Organizational Leader within one month of the last project meeting.

**Time Commitment:** A minimum of 10 to a maximum of 100 hours per year depending on the number of project groups taught and the complexity of the individual projects. Project meetings are typically scheduled once a week, once a month, or twice a month for 1 to 2 hours per meeting.

**Level of Background screening required (check those that apply):**

- Interview
- Reference Check
- Criminal Background Check
- Motor Vehicle Record (MVR) Check

**Qualifications:**

- Is knowledgeable of the Cornell Cooperative Extension mission and the 4-H Youth Development Program
- Enjoys working with youth and has a sincere interest in their growth and development
- Relates and communicates effectively with a wide variety of people
- Is willing to work with any 4-H member or leader
- Has effective organizational skills
- Has a basic knowledge and skill in the designated project category
- Is willing and avail to attend training programs
- Completes screening as indicated above

**Benefits:**

- Enhance personal knowledge and skill in the project category
- Builds friendships with 4-H members, their families, and other volunteers
- Derive satisfaction from helping youth to reach their full potential
- Opportunity for training and resume building

**Salary:**

Unsalariated; this position does not imply employment with Cornell University or Cornell Cooperative Extension

**Mentor/Supervising Professional:**

Name:

Title:

Address:

Phone:

Fax:

Email:

*"I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religions, disability, or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."*

---

Signature of Volunteer

Date

---

Signature of Extension Professional

Date

## **Cornell Cooperative Extension of St. Lawrence County Volunteer Position Description**

### **Title: 4-H Overnight Chaperone--General**

**Purpose of Position:** CCE Event Chaperones work with Cornell Cooperative Extension staff and other volunteers to supervise and provide guidance and occasionally transportation for youth participants of educational events.

### **Responsibilities:**

- Abide by the Cornell Cooperative Extension Volunteer Code of Conduct
- Complete the volunteer application/screening procedures
- Complete required 4-H overnight chaperone orientation
- Know guidelines of event and the CCE Chaperoning Standards and follow them
- Keep copy of medical release form for assigned youth with you at all times
- Review and assist in implementing the event/activity risk management plan
- Attend (as required) training related to the 4-H event/activity
- Supervise check in, clean up, and check out.
- Work with event/activity coordinator in determining how to assist with the event/activity.
- Attend event and/or participate in the program as needed
- Be dedicated to young people and sensitive to their needs
- Manage and work to resolve conflicts among youth
- Model adherence to all rules and regulations for the participants.
- Work with event coordinator(s) to ensure appropriate behavior in accordance with specific event guidelines and “member code of conduct”
- Provide own transportation, as needed
- Sleep in assigned area and monitor health and safety of participants
- Be supportive of each and every youth
- Encourage youth to be active participants in the event/activity
- Be responsible for all members in your assigned group
- Assist in timely checks on participants; enforce curfew.
- Be able to verify the whereabouts of your members when called upon
- Contact Extension Staff and/or Event Coordinator as needed

### **Expected Results:**

- Youth will have a safe, positive, and enjoyable educational experience
- Adults and youth will have positive interactions
- Participants will work in harmony and in a manner consistent with the objectives of the 4-H Youth Development Program.
- Parents will feel confident in their child's well-being
- Adult volunteers will experience satisfaction and confidence as chaperones

### **Training and Support:**

- Volunteer Orientation (required)
- Overnight Chaperone Orientation (required)
- Event/activity orientation (as applicable)
- Job description
- Activity/event promotional and registration materials
- Guidance and support from 4-H staff (specifically staff member designated for this activity/event)

*Cornell Cooperative Extension provides equal program and employment opportunities.*

- Guidance and support from event/activity coordinator
- Youth Development classes
- Ages and Stages (printed resource)
- Resources through Cornell Cooperative Extension and other LGU's
- This position is supervised by the Event/Activity Coordinator (may be volunteer or staff)
- The 4-H Youth Development Educator is ultimately responsible for the quality of the club program and the performance of 4-H volunteers.

**Reporting:**

- Varies with Event

**Time Commitment:** Approximately 2-5 hours of orientation and training (depending on experience and past involvement) plus the duration of the event/activity

**Level of Background screening required (check those that apply):**

- Interview
- Reference Check
- Criminal Background Check
- Motor Vehicle Record (MVR) Check

**Qualifications:**

- Is knowledgeable of the Cornell Cooperative Extension mission and the 4-H Youth Development Program
- Willingness to learn and follow CCE policy and procedures
- Understand and appreciate the behavior of participants for the specific age group involved in the event/activity
- Interest in youth and enthusiasm for working with youth in an educational setting
- Effective communication, organizational, and interpersonal skills
- Ability to participate in activities that require long hours, limited sleep, and physical activity
- Dependable
- Patient
- Sense of humor
- Demonstrate flexibility, respect and acceptance of diverse youth
- Ability to handle sensitive issues, discipline, and emergency situations
- Ability to nurture positive youth development, including nurturing positive self-esteem, decision making, responsibility and leadership skills
- Can handle unpredictable circumstances in appropriate ways; has good critical thinking skills
- Be at least 21 years of age (or, if 18 to 21 years of age, works under supervision of a chaperone at least 21 years of age)

**Benefits:**

- Enhance personal communication and leadership skills
- Enhance teamwork skills
- Derive satisfaction from seeing youth grow and develop
- Build friendships with 4-H participants and other 4-H volunteers
- Derive satisfaction in seeing an event/activity run successfully
- Opportunity for training and resume building

**Salary:**

Unsalaries; this position does not imply employment with Cornell University or Cornell Cooperative Extension

**Mentor/Supervising Professional:**

*Cornell Cooperative Extension provides equal program and employment opportunities.*

Name:  
Title:  
Address:  
Phone:  
Fax:  
Email:

*"I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religions, disability, or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving."*

---

Signature of Volunteer Date

---

Signature of Extension Professional Date

(11/18/13)