

Oklahoma 4-H Club Volunteer Position Description

POSITION – Transportation

PURPOSE

Transport 4-H member safely to and from a specified 4-H activity or event.

BENEFITS

Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.

PRIMARY RESPONSIBILITIES

- Has a copy of the RAM form for each child being transported in their automobile.
- Follow the designation travel plans and itinerary.
- If asked, stay with the group traveling to and from the location.
- Be sure you arrive and depart with designated youth.
- Attend orientation for chaperones.
- Study, understand and practice the purpose and philosophy of the 4-H youth development program and OCES.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious and socio-economic groups in your community.
- Communicate regularly with county Extension Educator, club leader, families and members.
- Provide a positive educational environment that will enable youth to grow, learn and develop friendships.
- Assist in the identification, recruitment and training of volunteers as project/activity and teen leaders.
- Promote responsibility, personal growth and planning of 4-H project work by each club member.
- Commit to the 4-H philosophy of "Learn by Doing."
- Understand the effective use of three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
- Return reports, plans and enrollment forms to the county office in a timely manner.
- Stay current and familiar with educational information available from the Oklahoma Cooperative Extension Service.
- Follow the "Behavioral Guidelines for Extension Educators and Volunteers" serving as a positive role model for youth.

EXTENSION EDUCATOR AND COOPERATIVE EXTENSION AGREE TO:

- Provide written and/or oral orientation for volunteer and an itinerary.
- Provide orientation session to the Oklahoma 4-H program's mission, purpose and goals as they relate to youth development and programming.
- Provide orientation, educational programs and resource materials to develop an individual's understanding and management of volunteer assignments.
- Effectively communicate and encourage opportunities for continuing education on the district and state levels.
- Set educational tone and direction for 4-H and Extension programs. Serving as a resource person on the basic philosophy of the 4-H youth development program and 4-H organizational structure.
- Provide access to educational materials and resources for programming.
- Provide position descriptions for leadership roles and committees for use at the local and county level.
- Maintain sound working relationship with volunteers and parents involved in the 4-H program providing assistance, support and encouragement.
- Give recognition for time and energy devoted by volunteers at all levels of the 4-H program.
- Inform volunteers in a timely manner of events and activities via Extension newsletter, general correspondence, by telephone or the Internet.
- Provide educational support for program planning and evaluation.
- Complete annual evaluation of volunteer.

ORGANIZATIONAL LEADER RESPONSIBILITY

- Communicate information in a timely manner and maintain a positive relationship with the project group.
- Providing support for program planning and evaluation.

QUALIFICATIONS

- Subject to Oklahoma 4-H Volunteer Management System approval and annual review.
- Has a valid Drivers License.
- Has current vehicle insurance.
- Clean driving record.
- Automobile in good driving condition.
- Interest and desire to educate and develop life skills through positive youth development, programs and activities.
- Ability to work well with 4-H members (ages 5-19) and their parent/guardian.
- Able to provide 4-H members with positive encouragement and support.
- Good organizational and communication skills.
- Dependable transportation, home telephone and Internet access are desired, but not required.

TIME REQUIRED

- Time will vary based upon scheduled activity.
- Participate in regularly scheduled county 4-H Parent-Volunteer Association Meetings.

TRAINING AND CONTINUING EDUCATION

- Annually attend four 4-H Parent-Volunteer training/continuing education opportunities. Two trainings should be at the county level or part of the Oklahoma Volunteer Self-Study Series. The remaining training can be at the district or state level or through relevant professional development conducted by another organization. File documentation with the Extension Office.
- Attend District and State Volunteer Conferences.

Revised October 2003