



ROLE TITLE: Adult Advisor/Chaperone, 4-H Camp Chaperone, Trip Chaperone

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ Requires the necessary time for the educational experience, as well as orientation and planning meetings
- ◆ Participation in volunteer training

PURPOSE:

- ◆ To work with a team of adult advisors and 4-H Youth Development staff to ensure youth have a safe and positive educational experience

RESPONSIBILITIES:

- ◆ Create and maintain a safe environment that fosters positive youth development
- ◆ Expand access and create a welcoming environment for all youth participating in the experience
- ◆ Support youth voice by involving youth in decision-making
- ◆ Encourage youth/adult partnerships
- ◆ Involve youth leaders in teaching or leadership roles
- ◆ Meet with committee/volunteers to plan educational experience
- ◆ Recruit adult and youth volunteers and resource people
- ◆ Provide support, resources, and guidance to the youth and adult volunteers serving in leadership roles
- ◆ Work with community partners to build understanding and support of 4-H
- ◆ Inform youth, adult volunteers, and parents/guardians of 4-H Youth Development program policies and procedures related to the educational experience
- ◆ Communicate appreciation to and recognition of people who have contributed
- ◆ Maintain open communication with youth, adult volunteers, and parents/guardians
- ◆ Participate in volunteer professional development opportunities
- ◆ Ensure compliance with all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H Program.
- ◆ Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of Purdue University Cooperative Extension.

QUALIFICATIONS:

- ◆ Adults with a willingness to work with youth and other adults while becoming familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Adults must be 21 years of age or older to serve as an adult advisor/chaperone
- ◆ An appreciation of experiential learning and a desire to help youth learn by doing
- ◆ Commitment to providing educational opportunities to diverse groups of youth and adults
- ◆ Experience working with teams and creating capacity in others
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding

- ◆ Written and oral communication skills
- ◆ Willingness to communicate with diverse groups of youth and adults
- ◆ A sincere interest in 4-H educational programs

BENEFITS:

- ◆ Learn strategies to teach and lead effective meetings
- ◆ Opportunity to connect with community partners
- ◆ Develop personal and interpersonal communication skills
- ◆ Opportunity for personal growth
 - Increased confidence
 - Learn problem solving skills
 - Practice time management
- ◆ Potential to gain technical skills that are transferable to professional work environments
- ◆ Satisfaction of contributing to positive development of youth, families, and community

TRAINING/ORIENTATION:

- ◆ Required— Youth Safety and Reporting Child Abuse Training—online (4Honline)
- ◆ Required—One hour of Continuing Education- online or in-person
 - Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
 - Receive Extension Volunteer Agreement prior to volunteering
- ◆ Indiana 4-H Volunteer Handbook

RESOURCES AVAILABLE:

- ◆ Guidance and support from County 4-H Youth Development Staff
- ◆ Volunteer leaders training workshops (county, regional, state)

Accountable to: County 4-H Youth Development Staff, District Director, State 4-H Program Leader and Director of Extension

CONTACT PERSON: MaryJo Moncheski- mmonches@purdue.edu and Gayle O’Connor- gjoconno@purdue.edu or by phone: 219-324-9407

SALARY: Unsalaries; Volunteer.

Signature of Volunteer

Date

Signature of Extension Professional

Date