



# [Insert Position Name]

Thank you for your time, talents and service.

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## Purpose

- {Insert duty} .....
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## Primary Responsibilities

- Help ensure the safety and well-being of assigned youth.
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  - Encourage youth to exemplify the 4-H name through positive behavior and actions during all phases of transit.
  - Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group's mood.
  - Attend orientation.
  - Support the person(s) in charge.
  - *Have fun.*
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## Specific Duties

- Immediately address any behavior that endangers other youth or negatively impacts the surroundings.
  - In advance of the activity/event, familiarize yourself with policies related to first aid, emergency plans or any other risk management issues, as well as how you are to handle restroom stops and any behavioral problems.
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## Benefits

- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
  - Learning with the youth.
  - Positive adult interaction with the youth.
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## Qualifications

- Certified 4-H Volunteer in good standing, subject to annual review with Extension Educator.
  - Signed Volunteer Authorizations ("Behavioral Guidelines" for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.
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## Training/Continuing Education

- Annually completed OK Working with Minors Training.
  - Annually complete Title VII and IX Training
  - Certified 4-H Volunteer preferred/required.
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## Time Required

- Based on the itinerary/schedule provided by the person in charge.
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