

Working with Minors

Oklahoma 4-H Volunteer Development Series



OKLAHOMA COOPERATIVE
EXTENSION SERVICE

Learn More....

USDA—Volunteer
Research Knowledge
Competencies

<https://nifa.usda.gov/sites/default/files/resources/4-H%20PRKC%202017%20Guide.pdf> (2018)

Volunteer Core Competencies

These competencies were identified by volunteers and extension professionals as skills and behaviors which will allow for success in serving as a 4-H volunteer. It is recognized that few will possess all of these skills. It is our commitment to volunteers to provide continuing education activities which will assist you in developing core skills and behaviors.

Competency	Behavior a volunteer masters and exhibits in our Positive Youth Development efforts.
Communication Skills	<ul style="list-style-type: none"> Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication. Works well with 4-H members, parents, volunteers and extension staff. Practices active listening skills. Shares information in a timely and diplomatic way. Uses a variety of positive methods to promote 4-H and Cooperative Extension.
Interpersonal skills	<ul style="list-style-type: none"> Considers and responds appropriately to the needs, feelings and capabilities of others. Demonstrates good citizenship and treats others with respect and fairness. Exhibits patience in appropriate situations.
Flexibility	<ul style="list-style-type: none"> Is open-minded to new ideas, change, and new information. Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations. Demonstrates ability to compromise. Demonstrates flexibility due to change in conditions, priorities, demands or situations. Adapts leadership style to variety of situations. Adapts educational strategy for situation and audience. Encourages the development and use of imagination in the decision-making process.

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Competency	Behavioral Indicators
Decisiveness	<ul style="list-style-type: none"> • Exercises good judgment based on situation and surroundings. • Makes sound, well-informed decisions. • Perceives the impact of decisions. • Commits to action to accomplish organizational goals.
Initiative	<ul style="list-style-type: none"> • Motivated, self-starter. • Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship. • Follows through with projects and commitment. • Works to develop an area of expertise. • Recognizes own strengths and weaknesses and committed to personal improvement. • Demonstrates belief in own abilities and ideas.
Organizational Skills	<ul style="list-style-type: none"> • Effectively manages time, resources and people. • Is prompt. • Successfully manages multiple tasks. • Uses conceptual and creative thinking in decision-making. • Uses a proactive approach to problem solving. • Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.). • Evaluates strength, benefits and quality of educational programs.
Service Orientation	<ul style="list-style-type: none"> • Effectively manages, develops and delivers educational programming. • Is concerned with public perception and satisfaction. • Is honest, trustworthy, fair, and dependable. • Appearance and behavior is appropriate and professional. • Works effectively with diverse audiences.
Teamwork	<ul style="list-style-type: none"> • Offers assistance and is supportive of others. • Gains satisfaction from group achievement. • Demonstrates ability to work with diverse personalities. • Maintains credibility with others. • Coaches, mentors, and challenges peers and youth. • Inspires, motivates and guides others toward goal(s) accomplishment. • Actively involved and supportive of small group, club and county efforts.
Institutional Systems	<ul style="list-style-type: none"> • Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension. • Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs. • Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service. • Demonstrates commitment to positive youth development and education.