

## POSITION DESCRIPTION



**TITLE:** Chaperon/Coach

**PROGRAM:** [National 4-H Shooting Sports Invitational- Shotgun](#)

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**PURPOSE:** Under the supervision of the State Shooting Sports Coordinator, provide training, leadership and supervision for 4-H members representing Maryland Cooperative Extension (MCE) in the above named program.

### MAJOR RESPONSIBILITIES

1. Complete, sign and return the following to the State 4-H Office by the stated deadlines: Position Description, 4-H Health Statement, Maryland 4-H Behavioral Expectations/ Disciplinary Policy and Procedures. MCE Volunteers must also complete the following: Over 18 Release and Informed Consent Form and Volunteer Appointment Agreement.
2. Become familiar with event and 4-H rules and procedures, including 4-H Volunteer Policies, Emergency Procedures and 4-H Behavioral Expectations/Disciplinary Policy & Procedures. Cooperate with MCE Employees, Volunteers and event personnel in enforcing policies, rules and procedures. Promptly report problems to the State Shooting Sports Coordinator.
3. Serve as a role model for participants, including exhibiting and promoting the "Character Counts!" behaviors outlined in the "Maryland 4-H Behavioral Expectations" document.
4. Conduct a Trip Orientation for youth team members and their parents/guardians before traveling to event. Provide leadership for conducting practices/training sessions for team members in competitive activities and provide a schedule of those practices to participants, State Shooting Sports Coordinator and the State 4-H Office.
5. Work with the other Chaperons/Coaches to create a positive atmosphere about full participation in all program activities. Accompany participants to event activities, including any awards programs, closing assemblies or banquets.
6. Ensure the general welfare and well being of youth team members. Be present to supervise and assist team members in the activity and lodging areas. Enforce sleeping room assignments and assist in solving issues involving the team. Know the whereabouts of youth team members at all times. Provide appropriate care for all participants, including ensuring that medical attention is provided by licensed personnel in the event of injury or illness. Know and follow the policies and procedures for incidents/accidents. As requested by the Shooting Sports Coordinator, assist in keeping a log of medication taken by team members and in keeping a Check Out/Check-In Log indicating when team members leave the event site with an authorized person and their expected return time.
7. As requested by the State Shooting Sports, assist in managing funds for travel expenses, including paying for team members' expenses, such as: lodging, meals, transportation and other approved expenses, obtaining original receipts for money spent and submitting to the State Shooting Sports Coordinator the receipts and a "Daily Expense Log" within 10 working days of returning from trip.
8. Attend any and all adult briefing meetings for or during the event and share acquired information with the Chaperons and team members, as appropriate. Assist with any activities as requested by State Shooting Sports Coordinator or event personnel. Share in the responsibility for driving cars/vans to event activities, as needed.
9. As requested by the State Shooting Sports Coordinator, assist in completing a "Trip Summary & Contest Results" form.
10. Other duties as assigned by the State Shooting Sports Coordinator or MCE Employees.

### QUALIFICATIONS

1. Must agree to and sign this position description.
2. Must be a current MCE Volunteer or MCE/University of Maryland Employee. If a MCE Volunteer, must be confirmed by the local extension office as being currently enrolled and having completed the appropriate training. If a MCE/University of Maryland Employee, must be approved for participation by CED or other appropriate individual.
3. Must be 21 years of age or older. If driving a rental vehicle, must be 25.
4. Must have been an MCE volunteer for at least 1 year.
5. Must have skills and experience in teaching, coaching, written and/or oral communications that are appropriate for discipline specific 4-H Shooting Sports teams (Shotgun, Rifle, Archery, Muzzleloading, Pistol, Hunting).
6. Must have current 4-H shotgun Shooting Sports Instructor Certification.
7. Must be or become familiar with 4-H and event rules and procedures, including Emergency Procedures and Maryland 4-H Behavioral Expectations and Disciplinary Policy and Procedures.

8. Must be willing to adhere to Maryland 4-H Behavioral Expectations and obey and enforce Maryland 4-H Disciplinary Policy and Procedures and event rules and procedures.
9. Must be willing to be supervised by the State Shooting Sports Coordinator. *The State Shooting Sports Coordinator in conjunction with the supervising Extension Specialist will have the final authority over all decisions involving the team.*
10. Must be familiar with the competencies and needs of 4-H-aged youth and be able to interact positively with all team members, other program participants and event personnel.
11. Must be able to attend and assist with a Trip Orientation for team members prior to travel. Must be willing to attend all adult meetings as required at the event and share information from those meetings with the team as appropriate.
12. Must be available to travel to and from the event with the team. Must be physically able to drive as well as meet age, insurance, credit\* and driver's license requirements for renting and driving a vehicle in the United States, and specifically the states traveled thru, unless otherwise negotiated. \*Must have a major credit card in driver's name with sufficient credit to cover rental car expenses plus any required deposit.
13. Must be able to manage money responsibly, including adhering to the trip budget, keeping receipts and records of travel money spent and turning in all required reports and unused advanced travel funds to the State 4-H Office. Must be willing to pay own expenses in excess of approved expenses (registration, airfare, vehicle rental/gas, meals and lodging), which are paid by the Maryland 4-H Foundation.
14. Must be willing to work impartially with all team members.
15. If coaching, must be willing to conduct the minimum number of practices or training sessions for the team prior to the event and must have training in the subject matter to be coached, including county/city level experience and proof of effectiveness coaching the subject matter to be coached.

**JOB SITE:** Practices to be conducted at appropriate site convenient to participants. Airplanes, vehicles, hotel and facilities in the vicinity of the event. The National event changes states location bi-annually.

**TIME REQUIREMENTS:** Travel days plus time required to attend briefings and practices.

**TENURE:** Three months (Appointing Annually)

**SUPERVISION:** State 4-H Shooting Sports Coordinator.

**TRAINING:** A training and orientation prior to trip will be held before the event.

**BENEFITS:** Opportunity to travel, learn and teach skills and satisfaction in helping others.

**AFFIRMATIVE ACTION:** To assist with providing 4-H opportunities to all eligible persons without regard to race, color, gender, religion, national origin, sexual orientation, age, marital or parental status or disability.

**CONTACT PERSONS:** Conrad Arnold, State 4-H Shooting Sports Coordinator (410) 228-8800  
Denise Frebertshouser, Environmental Sciences and Camping (301) 314-7819  
Maryland 4-H Center, 8020 Greenmead Drive, College Park, MD 20740 (301) 314-7819

By signing below, I, \_\_\_\_\_, understand and agree to this position description.  
Printed Name of Applicant

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**