



Framework For Selecting Volunteers for State and Out-Of-State Programs



Qualifications.

Must be:

- 21 years or older. If driving a rental vehicle, must be at least 25 years old.
- A MCE volunteer for at least 3 years.
- Experience and willingness to work with persons of diverse backgrounds and abilities.

Must have:

- Appropriate knowledge and skills related to project areas and educational events.
- Skills and experience in teaching, coaching, written and/or oral communications that are appropriate for the position.
- Valid driver's license, insurance, appropriate age and experience to drive vehicles necessary for the activity. Driving a passenger van for horse events requires special insurance and experience.

Demonstrated ability or experience to: (all equally important)

- Be conscientious, dependable and reliable to complete assignment.
- Organize, coordinate, implement and evaluate the educational experience as it relates to the expectations in the volunteer position description.
- Commit, support, adhere, abide by and enforce 4-H Behavioral Expectations, University policies, ethical procedures and practices, MCE volunteer policies and event rules.
- Manage unexpected events or occurrences.
- Apply sound decision making skills and safety standards to a variety of circumstances.
- To budget, allocate funds, document use of funds and accurately complete financial reports to the state 4-H office and Maryland 4-H Foundation.

Commitment to:

Attend and participate in required orientations, practices, training, etc. prior to, during and after accepting the volunteer position.

Provide leadership for orientation, practices, training, etc. prior to, during and after accepting the volunteer position.

Plan, implement and evaluate event plans, practices, trainings, procedures, etc. prior to, during and after the activity.

Evaluate and/or facilitate the evaluation of other volunteers participating in the activity.

Provide a final report of program results, finances and evaluations to Maryland 4-H Center within 10 working days of returning from the trip.

Selection Criteria.

Must meet:

- Completed application and other appropriate documentation.
- Interview for the position.
- Two references checked.
- Consideration of documentation submitted.
- Consideration of recommended gender requirements, youth to adults for program.
- Maryland standards for youth to adult ratios (1 adult to 10 youth maximum).
- Ratios for chaperoning based on requirements of contest, activity, event, or program.
- Emergency and accident plan procedures for providing a safe and healthy program.
- Availability, ability and commitment of time to participate as defined by the position description.
- Position qualifications as they relate to the applicant.
- Special needs of youth or volunteers in attendance: i.e. physically, emotionally and/or mentally challenged.
- Rotation of new and/or experienced volunteers and professional staff defined by the curriculum committees.
- Cost allocations and availability of funds for the program to support volunteers.

Final selection of volunteers is based on providing a safe and healthy environment taking into consideration the potential risk factors. The specialist and state 4-H program leader have the final option for considering recommendations and making final decisions for adult leadership positions.

To Apply.

- Position descriptions are distributed advertising volunteer opportunity (written by curriculum committee and/or specialist or event coordinator).
- Application for position is completed by volunteers, signed by county extension educator, faculty assistant or program assistant.
- MCE volunteer verification from county/city educator.
- Verification for years of service by county/city educator.
- Two references from persons not related to applicant or an extension professional; appropriate references may be employers, 4-H volunteers and/or others as addressing the requirements and suitability to a specific position.
- Copy of front and back of driver's license.
- Proof of automotive liability insurance.

To Apply If You Have Previously Served in the Same Position Within the Last Five Years.

Each position has its own detailed position description. Request these from your county/city extension office or Maryland 4-H Center <http://www.maryland4h.org>.

If a volunteer has previously served in the same position in which they are applying within the last five years they need only to complete the first page of the application and have the 4-H Extension Educator sign. Other personal information is already in the State 4-H Office volunteer files.

- Read position description.
- Complete application.
- Signature and verification from county/city extension office to years of service and MCE volunteer status.
- Copy of driver's license. Insurance will be verified later if needed.
- You will be asked questions during the interview regarding your driving record. Return to the MD 4-H Center, 8020 Greenmead Drive, College Park, MD 20740 by appropriate timeline.

To Select.

- Applicant must have an interview by extension educator, specialist, event coordinator, volunteer(s) coordinator or committee who is responsible for selection of volunteers to attend or give leadership to this program.
- Consideration of documentation submitted by volunteer and others as it supports that stated position description.
- Selection process defined by the curriculum committees, task force or specialist.
- Interview committee can make recommendations. Final selection to be made by the specialist supervising the trip.
- Evaluation and ranking of volunteers interested in the positions by extension educator, specialist, event coordinator, volunteer(s) coordinator or committee (standard for all being developed for review by vol. spec.).

Training and Support to Volunteers (Our Commitment)

- Provide best practices for volunteer management including equal opportunity for all volunteers to participate.
- Provide contracts, position description and training.
- Provide trip coordinator manual and MCE policies and procedures.
- Secure appropriate resources.
- Provide travel arrangements, financial allocations, housing arrangements, schedule and emergency procedures.
- Administrative assistance.
- Evaluation of volunteer.
- Recognition of volunteer.

Equal opportunity employer and equal access programs.