

VOLUNTEER POSITION DESCRIPTION

TITLE: Chaperone

NAME OF PROGRAM: *National 4-H Congress*

PURPOSE: Under the supervision of the Group Coordinator, provide training, leadership and supervision for 4-H members representing Maryland in the above named program.

MAJOR RESPONSIBILITIES

1. Complete and sign the following forms and return the originals to the state 4-H office: Volunteer Position Description, 4-H Health Statement and Maryland 4-H Behavioral Expectations/ Disciplinary Policy and Procedures.
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 and Procedures.
3. Participate in a briefing for 4-Hers and their parents before traveling to event.
4. Accompany the participants to event activities.
5. Assist Group Coordinator in obtaining original receipts for money spent, keeping a "Daily Expense Log", submitting a "Summary Travel Expense Voucher".
6. Share in the responsibility for driving cars/vans to event activities, as needed.
7. Be present to supervise and assist 4-Hers at all activities and lodging areas. Know the whereabouts of youth delegates at all times. Assist Group Coordinator in keeping a Check-Out/Check-In Log indicating when team members leave the event site and their expected return time.
8. Cooperate with University of Maryland Extension (UME) faculty, staff, and volunteers in enforcing 4-H and event rules and procedures.
9. Promptly report problems to the Group Coordinator.
10. Attend any and all adult briefing meetings for or during the event and share information from that meeting with team members.
11. Assist with any activities as requested by event personnel.
12. Assist the Group Coordinator in compiling a summary of activities/highlights of event.
13. Other duties as assigned by the Group Coordinator or UME faculty or staff.

QUALIFICATIONS

1. Must agree to and sign this position description.
2. Must be confirmed by volunteer's county extension office as an approved UME Volunteer (exception: UME Employees) for at least 3 years. Must be 21 years or older.
3. Must be or become familiar with 4-H and event rules and procedures, including Emergency Procedures and National 4-H Congress and Maryland 4-H Behavioral Expectations and Disciplinary Policy and Procedures.
4. Willingness to adhere to Maryland 4-H Behavioral Expectations and obey and enforce Maryland 4-H Disciplinary Policy and Procedures and event rules and procedures. The Group Coordinator will have the final authority over all decisions involving the delegation.
5. Must be familiar with the competencies and needs of 4-H-aged youth and be able to interact positively with them.
6. Ability to manage a budget and money responsibly, keep receipts and records of travel money spent and turn in all required reports and unused advanced travel funds to the Group Coordinator.
7. Must be available to travel to the event with the youth delegates.
8. Must attend a briefing session for 4-H Congress delegates prior to travel. Must attend the appropriate coordinator/adult/chaperone meeting(s) at the event and share necessary information from that meeting with team members prior to event activities.

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9. Willing to work impartially with all youth delegates.
10. Willing to pay own expenses in excess of airfare, meals, and lodging expenses to be paid by the Maryland 4-H Foundation.

JOB SITE: Airports, airplanes, hotel and facilities in the vicinity of the event.

TIME REQUIREMENTS: Five travel days plus time required to attend briefings.

TENURE: Not applicable.

SUPERVISION: Group Coordinator, National, state and county extension faculty and staff.

TRAINING: A briefing for chaperones will be held before the event and on site.

BENEFITS: Opportunity to travel to the event, opportunities to 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 parent status or disability.

CONTACT PERSON: Cassandra Corridon, Maryland 4-H Center, 8020 Greenmead Drive, College Park, MD 20740, Phone: (301) 314-7363, Fax: (301) 314-7146

By signing below, I, understand and agree to this position description.

(Printed Name of Volunteer)

Volunteer's Signature

Date