

## POSITION DESCRIPTION

**TITLE:** State Horse Communications Coach  
**PROGRAM:** [National Horse Communications Contest](#)

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**PURPOSE:** Under the supervision of the Extension Horse Specialist (“Specialist”) and/or the Group Coordinator (“GC”), provide training, leadership and supervision for 4-H members representing University of Maryland Extension (UME) prior to, during and after 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. UME Volunteers must also complete: Over 18 Release and Informed Consent Form and Volunteer Appointment Agreement.
2. Become familiar with event rules and procedures as well as Maryland 4-H rules and procedures, including 4-H Volunteer Policies, Emergency Procedures and 4-H Behavioral Expectations/Disciplinary Policy and Procedures. Cooperate with UME Employees, Volunteers and event personnel in enforcing policies, rules and procedures. Promptly report problems to the Specialist and/or GC.
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. Assist in the planning and coordination of the State Horse Communications Contest. After the contest, assist the Specialist in providing training and practice sessions to the 1<sup>st</sup> Place Winners in each Communications category from the State Contest. Assist in conducting practices and provide a schedule of those practices to participants and the State 4-H Office. Assist Specialist and/or GC in conducting a Trip Orientation for youth team members and their parents before traveling to event. Assist in planning, implementing and evaluating Event Plans, Practices or Procedures, prior to, during and after the above named program.
5. Work with the Specialist and/or GC and 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. Assist the Specialist and/or GC in ensuring the general welfare and well being of youth team members. Be present to supervise and assist team members in the activity and lodging areas. Assist the Specialist and/or GC in enforcing sleeping room assignments and 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, 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 Specialist and/or GC, 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 Specialist and/or GC the receipts and a “Daily Expense Log”.
8. Attend 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 Specialist and/or GC or event personnel. Share in the responsibility for driving cars/vans to event activities and practices, as needed. As requested, assist in completing a “Trip Summary & Contest Results” form.

9. Other duties as assigned by the Specialist and/or GC or UME Employees.

## **QUALIFICATIONS**

1. Must agree to and sign this position description.
2. Must be a current UME Volunteer or UME/University of Maryland Employee that is at least 21 years old at time of application. If a UME Volunteer, **must have been a UME Volunteer for at least 3 years** and be confirmed by the local extension office as being currently enrolled and having completed the appropriate training. If a UME/University of Maryland Employee, must be approved for participation by CED or other appropriate individual.
3. 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.
4. 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.
5. Must be willing to be supervised by the Specialist and/or GC. *The GC in conjunction with the Specialist will have the final authority over all decisions involving the team.*
6. Must be familiar with the competencies and needs of 4-H-aged youth and be able to interact and communicate positively with all team members, other program participants and event personnel. Must be willing to work impartially with all team members.
7. Must assist in the planning and coordination of the State Horse Communications Contest. Must be organized and have skills and experience in teaching, coaching, written and/or oral communications that are appropriate for Horse Communications Teams. Must have knowledge of National Horse Communications Contests. Must have an understanding of the Equine Industry. Must be willing to conduct the minimum number of practices and training sessions for the team prior to the event.
8. Must be able to attend and assist with a Trip Orientation for team members prior to travel. Must attend the GC/Coach/Chaperon Training provided by the State 4-H Office 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.
9. 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 15-passenger van in the U.S.A., and specifically the states traveled thru, unless otherwise negotiated. \*Must be at least 25 years old. \*\*Must have a major credit card in driver's name with sufficient credit to cover rental expenses plus any required deposit.
10. 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.

**JOB SITE:** Airplanes, vehicles, facilities in the vicinity of the event.

**TIME REQUIREMENTS:** Approx. 6 months - to begin when team is determined and continue until after return from event.

**TENURE:** Not applicable.

**SUPERVISION:** Specialist and/or GC as well as National, State and extension faculty and staff as appropriate.

**TRAINING:** A Training will be held prior to first scheduled practice and/or before the first trip.

**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:** Supervising Specialist: Kristen M. Wilson, Extension Horse Specialist, (301) 596-9478  
Maryland 4-H Center, 8020 Greenmead Drive, College Park, MD 20740

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

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

\_\_\_\_\_  
Date