

Framework for Selecting Volunteers/Extension Faculty/Staff for State and Out-Of-State Programs Positions

UNIVERSITY OF
MARYLAND
EXTENSION
Solutions in your community

*University of Maryland Extension's
4-H Youth Development Program*



Maryland families trust the University of Maryland Extension to provide educational programs in a safe environment for participating youth. Adults who accept leadership positions within UME have the opportunity for a rewarding experience. This opportunity to work with young people is a privileged position. We want to ensure that there are equal opportunities for qualified volunteers and/or staff to take on these leadership roles. Therefore in order to serve in an out-of-state trip position, volunteers and/or staff will agree to commit to serve a two-year term with an annual reappointment to the leadership role. At the end of each two-year term the position will become open and new applications will be accepted. An individual cannot serve in the same leadership role for more than two consecutive two-year terms. The State 4-H Program Leader makes final determinations on appointments.

Qualifications

Must be:

- 21 years or older. If driving a rental vehicle, must be at least 25 years old.
- A UME volunteer/extension faculty/staff in good standing; preferably for at least 3 years.
- Experience and willingness to work with persons of diverse backgrounds, ages, and abilities.

Must have:

- Appropriate knowledge and skills related to project areas and/or educational events.
- Experience in teaching, coaching, and working with young people.
- Written and/or oral communications that is appropriate for the position. Valid driver's license, insurance, appropriate age and experience to drive vehicles necessary for the activity.

Demonstrated ability or experience to: (all equally important)

- Be conscientious, dependable and reliable.
- Organize, coordinate, implement and evaluate the educational experience as it relates to the expectations in the position description.
- Commit, support, adhere, abide by and enforce 4-H Behavioral Expectations, University policies, UME policies, ethical procedures and practices, and event rules.
- Manage unexpected events or occurrences ethically and confidentially.
- Apply sound decision making skills and safety standards to a variety of circumstances.

University of Maryland Extension programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.

- Budget, allocate funds, document use of funds and accurately complete financial reports and submit all paperwork to the State 4-H Office and Maryland 4-H Foundation by the expected due date.

Commitment to:

- Attend and participate in required orientations, practices, and trainings.
- Provide leadership for team orientation, practices, and training.
- Plan, implement, and evaluate event plans, practices, trainings, and procedures.
- Evaluate and/or facilitate the evaluation of other volunteers/extension faculty/staff participating in the activity.
- Assist with fundraising to support program activities as appropriate.
- 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.

Will include:

- Completed application and other appropriate documentation by deadline.
- Interview for the position.
- Two references checked.
- Consideration of recommended gender requirements.
- 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/extension faculty/staff in attendance: i.e. physically, emotionally and/or mentally challenged.
- Rotation of new and/or experienced volunteers and faculty/staff defined by the program committees.
- Cost allocations and availability of funds for the program to support volunteers/extension faculty/staff.
- Applicant will be interviewed by the Youth and Adult Leadership Specialist.
- All documents relative to the position submitted by volunteer/extension faculty/staff and others as it supports that stated position description will be considered.
- Program committees and state specialists will review applications and supporting information and make recommendations.
- Final selection to be made by the State 4-H Program Leader.

To Apply:

- Position descriptions are distributed advertising volunteer/extension faculty/staff opportunities (written by program committee and/or specialist or event coordinator).
- Application for position is completed by volunteers/extension faculty/staff.
- UME volunteer verification and years of service from county/city educator (only applicable to volunteers).
- UME Faculty and/or staff must have their application signed by their supervisor.
- Two references from persons not related to applicant or an extension faculty/staff; 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.

Training and Support to Volunteers/Extension Faculty/Staff (Our Commitment):

- Provide best practices for personnel management including equal opportunity for all individuals to participate.
- Provide contracts, position description and training.
- Provide trip coordinator manual and UME policies and procedures.
- Secure appropriate resources.
- Provide travel arrangements, financial allocations, housing arrangements, schedule and emergency procedures.
- Administrative assistance as needed.
- Evaluation of volunteer/extension faculty/staff.
- Recognition of volunteer/extension faculty/staff.

Position Description:

Each position has its own detailed position description. Request these from your county/city extension office, the Maryland 4-H Center, or download from the Maryland 4-H website at <http://www.maryland4h.org>. All volunteers and extension/faculty staff are required to complete an out-of-state application to be considered for the positions.

Inability to Fulfill Duties:

If at any time a person is unable to fulfill duties as described in this Framework and the Position Description the State 4-H Program Leader reserves the right to make new assignments.