



## 4-H Volunteer Interviewer Service Description

### Purpose

To conduct interviews with new applicants looking for volunteer roles that work with youth in order to document interests, skills and experiences and gather data regarding their placement in 4-H Youth Development Programs.

**Term of Appointment:** One year term renewable upon agreement of volunteer and Extension Staff member. This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

**Time Required:** Two (2) hours per applicant

**Accountability:** To work with supervision and direction from County Extension staff to help with the volunteer application and screening process. Responsibilities are limited to the scope of the duties defined in this service description. Accountable to 4-H Extension staff.

### Responsibilities

- Follow all guidelines and policies of University of New Hampshire Cooperative Extension 4-H (UNHCE 4-H) and the county 4-H program including the volunteer screening process and tracking system
- Maintain the standards of the 4-H Youth Development program by conducting oneself in a responsible manner and honor confidentiality.
- Maintain close contact with (Extension support staff, and supervisor).
- Willingly share knowledge and involve youth and adults in program.
- Participate in mandatory volunteer screening training.
- Maintain sensitivity and accept individual differences of 4-H members and volunteers such as differences in interests, abilities, personal needs, cultural heritage, and family support.
- Welcome all youth, their families and other volunteers to participate in the program, regardless of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability and never discriminate on the basis of any of these attributes.

### Specific Tasks

- Give potential volunteers application form and confidential envelope
- Instruct volunteer to fill out application and return to the 4-H office as soon as possible. Be sure they are listing complete mailing address for references.
- Using the Extension interview question sheet, interview perspective applicant face-to-face, (preferred) or by phone. Document their responses to each question on reference form or separate sheet of paper, then date and sign off on the interview sheet.
- Send interview questions directly to the 4-H office to be placed in the volunteer's file.

- Identify individuals who are potentially inappropriate to work with youth.
- Must implement the volunteer application and screening process as designed.
- May need to work with 4-H support staff for information and materials.

### **Qualifications**

- Must have successfully completed the 4-H enrollment process
- A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of the University of NH Cooperative Extension and the NH and county 4-H program
- Be able to work with minimal supervision but openly communicate with professional staff
- The ability to communicate with adults
- The ability to accurately record the responses to the interview sheet
- The ability to work tactfully and communicate effectively in verbal and written forms
- Be comfortable with questioning techniques
- Good observation skills
- Skill at question-framing
- The ability to accept and follow through with responsibilities
- The ability to motivate youth and adults to assume leadership positions.

### **Resources available**

- Orientation, training and support from (county, state) UNHCE office and other volunteers
- Extension Volunteer Applications, training, orientation
- Youth Protection Literature and Videos
- The 4-H Volunteer screening notebook.

### **Benefits**

- Opportunity to learn, practice and improve personal skills
- Personal satisfaction of providing an important service to the program and recognition from the community
- Affiliation with UNH and interaction with professionals in the field
- Expenses incurred and miles driven are tax deductible for volunteer service to Extension
- Liability protection for volunteer service to Extension under NH RSA 508:17 (see Volunteer Service Agreement)
- Help in securing positive, appropriate volunteers for 4-H Youth Development
- Learn a greater appreciation for the complexities of the program and the care taken to select appropriate volunteers.

### **Evaluation**

- Review with supervisor annually
- Maintain and submit necessary reports in a timely manner including: record of volunteer hours and duties performed, number of volunteers interviewed.

**Success Criteria**

The goals as agreed upon are met as shown by:

- New volunteers will be contacted promptly upon application, or notice of application
- Interviews appropriately conducted and accurate information collected to assist in decisions about placement, especially related skills and training needs.

**UNH Cooperative Extension agrees to:**

- Provide application and conduct follow-up reference checks and confirmation of applicant
- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for Extension Staff to listen to middle manager's ideas
- Provide appropriate supervision, evaluation, and recognition.

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

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