



## 4-H Event Coordinator Service Description and Event Timeline

### Purpose

- To provide youth with a positive learning experience for 4-H members and volunteers within the scope of UNH Extension guidelines
- To organize, supervise and evaluate a contest or activity for UNH Cooperative Extension
- To provide youth with a meaningful educational experience.

**Term of Appointment:** May vary depending on event planned and is 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:** May range from 20 to 100 hours depending on the event.

**Accountability:** To work with supervision and direction from County or State staff in organizing, supervising, and evaluating a contest or activity for UNH Cooperative Extension. Responsibilities are limited to the scope of the duties defined in this service description. Accountable to county or state Extension staff member. Review the stated purpose of this event.

### Responsibilities

- Follow all guidelines and policies of the University of New Hampshire Cooperative Extension, 4-H (UNHCE 4-H) and the county program and enforce code of conduct guidelines for adults and youth.
- Maintain the standards of the 4-H Youth Development Program by conducting oneself in a responsible manner and honoring confidentiality.
- Maintain close contact with (Extension staff, county office, and supervisor).
- Willingly share knowledge, responsibilities and involve youth and adults in program and work as a team to conduct the event.
- Participate in volunteer development opportunities provided and attend appropriate training or workshops from UNH Cooperative Extension staff.
- Maintain sensitivity to the 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, without regard to 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

- Take leadership to plan, conduct and evaluate event with Extension staff.
- Enlist additional youth and adult volunteers for support roles.
- Use UNH Cooperative Extension risk management strategies in conducting event.
- May also organize and or teach educational activities in the project area of event.
- At the event, oversee that appropriate orientation and training is provided to all working with the event.
- Follow time line for event as provided by 4-H staff which includes organizing, supervision and evaluating the event.
- Submit suggestions for conducting the event in the future
- Maintain and submit necessary reports in a timely manner including a record of volunteer hours and

duties performed.

### **Qualifications**

- 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
- The ability to motivate youth and adults to assume leadership positions
- The ability to work with minimal supervision but openly communicate with professional staff
- The ability to work tactfully and communicate effectively in verbal and written forms.
- The ability to accept and follow through with responsibilities
- Must have successfully completed the 4-H enrollment process
- The ability to utilize conflict resolution skills
- The ability to make decisions in context with existing 4-H policies
- Willingness to work as a team member
- Familiarity with the event.

### **Resources Available**

- Orientation, training and technical support from (county, state) UNHCE office and other volunteers
- Historic files of previous events and timelines.

### **Benefits**

- Opportunity to learn, practice and improve personal skills.
- Personal satisfaction of providing an important service to the program and recognition from community.
- Affiliation with UNH and interaction with professionals in the field.
- Expenses incurred and miles driven are tax deductible for volunteer services to Extension.
- Liability protection for volunteer service to Extension under RSA 508:17 (see below).
- Submit suggestions for conducting the event in the future
- Maintain and submit necessary reports in a timely manner including a record of volunteer hours and duties performed.

### **UNH Cooperative Extension agrees to:**

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for consulting on a one to one basis
- Provide opportunities for open communication between UNHCE staff and volunteers
- Provide appropriate supervision, evaluation and recognition.

(See next page for Event Timeline)

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

*August, 2011*  
*[New Logo June 2015]*



## Event Time Line

### **6 to 9 Months before Event**

- Confirm that you will be event coordinator.
- Clarify with Extension personnel the requirements for space to hold event – custodial fees, certificates of insurance, restroom availability and location accessibility.
- Confirm date, place and facility policy for place event will be held and send to the 4-H office. All contracts are signed at the State UNH Cooperative Extension office.
- Review and update rule or information packet for event.
- Hire or confirm judge now or at the appropriate time for event and submit information to 4-H office for completion of employment papers.
- Check award and recognition needs – ribbons, trophies. Submit order to 4-H office.

### **3 to 6 Months before Event**

- Confirm the volunteers and personnel needed at event.
- Check needed supplies for event; have the 4-H office order needed supplies.
- Confirm for judging events the items, animals or farms needed.

### **1 to 3 Months before Event**

- Tour site of event, if possible. Construct diagram of location for sign placement, suitability of activity and to determine risk management needs.
- Request Certificate of Liability Insurance from 4-H office.

### **3 Weeks to 1 Month before Event**

- Collect and review entries, medical and code of conduct forms and IDs if appropriate.
- Review materials for event, create checklist, and make arrangements to obtain needed materials.
- Check with Extension personnel on special accommodations individuals may need to participate.
- Send confirmations and directions to volunteers working the event.
- Prepare event notebook with Extension personnel including accident forms, incident report forms, copies of contracts for facility, judges, food, lists of volunteer helpers and Extension Risk Management fact sheet, etc.

### **1 Week Ahead**

- Assemble with Extension personnel using checklist, all copies of materials needed for event: references, tests, cards, equipment, laptops, awards, score sheets, etc.
- Confirm with Extension personnel the contact information you may need on day of event.

### **Day of Event**

- Conduct orientation of event personnel.
- See that signs are put in appropriate places.
- Welcome participants.
- Provide support for volunteers and participants.
- Take part in award presentations.
- Help disassemble event, remove signage and verify facility is left in appropriate condition.

### **1 Week after Event**

- Compile results of event and write news release with Extension staff.
- Meet with Extension personnel and review event.
- Submit any suggestions, changes for the event in the future.
- Do award and supplies inventory.
- Write thank you notes to judges, volunteers, farms or other contributors.
- Submit suggestions for conducting the event in the future.
- Maintain and submit necessary reports in a timely manner including a record of volunteer hours and duties performed.