

# State Event Leader Role Description

## Category 2: Covered Driver

How 4-H programs are planned and led makes a huge difference in the impact of the program on youth. The NYS 4-H team is committed to creating safe, high quality learning experiences for all youth.

NYS 4-H events are collaborative events between Cornell University & Cornell Cooperative Extension thus event leaders and chaperones are volunteers for both organizations. County Association, Cornell Cooperative Extension, and Cornell University Policy & Procedures come together to proactively develop a safe environment for staff, partners, chaperones, and youth to engage in NYS 4-H Events.

Adults (staff and volunteers) in this role will be supervising and chaperoning youth and also driving youth as part of their role responsibilities.



## Major Responsibilities

- Know and abide by all laws, regulations, Cornell University and Cornell Cooperative Extension procedures, policies, and rules at all times while participating in the program.
  - Abide by the Cornell Cooperative Extension Volunteer Code of Conduct, CCE Chaperoning Standards, and 4-H Code of Conduct.
  - Know and follow guidelines of event.
- Fully participate in all aspects of the event.
  - We try to place Chaperones in the event activities you choose, but our first priority is to have adequate adult supervision in each group so you may have different activities than you registered for.
  - The level of chaperone participation will vary with program – ask the event planning team how you can participate and help.
- Supervise youth at all program functions, recreational activities, and in housing/overnight accommodations.
- Help supervise all participants in your program during scheduled program times.
- Supervision includes:
  - Be supportive of each and every youth. Ensure the health and safety of all participants. Help youth resolve conflicts and learn through the process.
  - Be able to verify the whereabouts of your members when called upon.

- Support activity leaders with youth group management.
- Because chaperones are expected to provide 24-hour supervision for all youth, you should follow the same schedule as youth. For example, curfews should be observed by all.
- Drive youth as required for event transportation requirements.
- Contact Extension Staff and/or the Event Coordinator as needed. Report any issues or emergencies to event staff.

## Specific Duties Chaperoning Your County Participants

- Manage all Check-In and Check-Out procedures.
- Supervise youth during general session and county-specific activities. Take attendance throughout the event.
- Work with your youth to designate a meeting space to connect after programs and gather for meals or county activities.
- Be sure youth are in their rooms before lights out.
- Make sure each youth is settled in their assigned room and encourage getting a good night's sleep!
- See specific event information for more details.

## Specific Duties Chaperoning Other Participants

- Supervise travel to and from activity locations while at the event.
- Provide supervision during program activities.
- See specific event information for more details.

## Authority

- Chaperones may make decisions to maximize the educational value of this experience and to maintain the health and safety of every participant.
- Chaperones should work with youth leaders in decision-making.
- Chaperones may make decisions about suitable times to leave events in such cases as bad weather.
- Chaperones must intervene with discretion in situations that violate the rules of the event, the 4-H Code of Conduct, or the basic rights of others. This includes issues with youth from other counties. Any serious problem with youth from other counties should be addressed and then immediately reported to the Lead Educator and the Event Coordinator.
- Volunteer chaperones have authority to make decisions in the absence of County or State 4-H staff if needed, but must notify their Lead Educator as soon as possible.

- If you have concerns with youth from another county, speak with their county chaperone. If this does not help, please contact the Event Coordinator who will intervene as necessary and appropriate.

## Expected Results

Expand possibilities, challenge growth, share power, express care, and provide supports that help youth thrive. Chaperones will work collaboratively with staff, youth, and other adults in order to maximize the educational value of the experience and to ensure the safety of all participants

## Training and Support

- Chaperone Orientation and online learning modules
- A team of staff and volunteer Chaperones to support you throughout the event.
- The Extension 4-H Lead Educator, 4-H State Event Planning Team, and Event Coordinator will be responsible for providing supervision, oversight and guidance for the event.

## Qualifications

- Be at least 21 years of age. Persons between 18 and 21 are permitted to serve as chaperones provided they are under the supervision of a chaperone at least 21 years of age.
- Sense of humor and patience
- Effective communication, organization, and interpersonal skills
- Enjoy working with youth and has a sincere interest in their growth and development
- Commitment to welcoming all youth and honoring each young person's diversity, creating opportunities for them to belong.
- Able to motivate and communicate with youth while nurturing positive youth development, decision making, responsibility and leadership skills
- A sincere interest in working with youth and other volunteers in an educational setting
- Ability to handle crisis effectively and calmly

## Level of Background Screening Required

- CCE Screening Policy
  - Volunteer Application
  - Interview
  - Reference Check
  - Criminal Background Check

- MVR Check
- Cornell Screening Policy
  - Complete NYS 4-H Event Covered Person application form, which includes the Description of Services, Profile, Agreement, and Assumption of Risk forms.
  - Cornell University Risk Management conducts a Criminal Background check and sex offender search
  - Complete Sexual Abuse Awareness Training
  - Read and understand the [Children and Youth Safety Policy 8.8](#) including the [Standards of Behavior with Children and Youth](#) and [Reporting Requirements](#).

## Benefits

- Satisfaction from helping youth to reach their full potential and thrive
- Opportunity for training and resume building
- Opportunity to build friendships with other volunteers
- Enhance personal leadership skills