



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

General Description

California 4-H strives to provide healthy and positive environments that helps members reach their full potential. The role and performance of a chaperone can significantly influence the positive outcomes of youth participation at these events.

Chaperones who are selected for Washington Focus conferences are expected to serve as a representative and partner of the University of California 4-H State Office and participate in all scheduled activities as prescribed by the selected event. All chaperones are “on duty” 24 hours a day with responsibility to the **entire group** and itinerary at all times.

Qualifications

Current 4-H adult volunteer at least 21 years old, in good standing with their county, who has:

- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies
- 1 full program year of volunteerism in the California 4-H Youth Development Program
- A passion to see youth become civic-minded citizens
- The ability to work as a member of a team to guide youth through a prescribed itinerary and timeline
- The ability to work as a member of a team to guide middle school and/or high school youth in a conference setting
- Commitment to complete all agreed upon duties and assignments
- Basic understanding and ability to use current technology communication tools (SKYPE, Adobe Connect, Text, Email)
- Completion of [the Foundations of Positive Youth Development Online Course](#)

Essential Functions

Chaperones must have the physical, emotional, and cognitive ability plus strength and endurance to:

- accompany and supervise youth in all program areas
- move long distances without taking breaks (several miles with most youth walking)
- supervise youth in both structured and unstructured activity
- interact verbally with youth in a variety of situations
- assist youth in emergency (fire, injury, etc) situations
- perform in large groups of people
- perform in loud working environments

Duties

The Chaperone:

- Ensures that 4-H youth are safe (both emotionally and physically) for the entire experience including pre-trip planning, preparation and travel
- Acts as a positive role model for youth (stay with the group, leave personal items on the bus, be solution-oriented, refrain from cell phone use, etc.)
- Is attentive and respectful to all speakers. Model the behavior that you expect from youth
- Monitors behavior of 4-H members. If there is a problem, talk to the Trip Coordinator to determine the appropriate level of corrective action needed
- Takes responsibility for enforcing 4-H policy
- Ensures that at least one chaperone goes with each group of young people if the itinerary requires splitting the group into smaller groups
- Participates in all meetings, webinars, conference calls before and during the trip
- Guides youth to follow the prescribed itinerary and timeline
- Communicates regularly with all members of the team
- Coaches your county delegation in the development and implementation of an approved service learning project
- Coordinates with county delegation to schedule Capitol Hill Day visits
- Emails & Phone/text communication as needed

Relationships

The 4-H Washington Focus chaperone builds relationships with:

- California 4-H State Office staff
- Members of the Washington Focus delegation
- 4-H County YDP staff
- The National 4-H community

Time required

The 4-H Washington Focus chaperone allows sufficient time for:

- Completion of all required paperwork by prescribed due dates
- Completion of all required online professional development courses
- Participation in up to 3 teleconference or webinar meetings, approximately one hour each
- Coaching your county delegation in the development and implementation of an approved service learning project
- Coordinating with county delegation to schedule Capitol Hill Day visits

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