

Livingston County 4-H Event Chaperone
Position Description/Agreement

Purpose of Position: 4-H Event Chaperones work with Cornell Cooperative Extension staff and other volunteers to supervise and provide guidance and occasionally transportation for youth participants of educational events.

Responsibilities:

- Abide by the Cornell Cooperative Extension Volunteer Code of Conduct
- Know guidelines of event and the CCE Chaperoning Standards and follow them
- Attend event and/or participate in the program as needed
- Be dedicated to young people and sensitive to their needs
- Maintain control that is acceptable to the event
- Manage and work to resolve conflicts among youth
- Will work with event coordinator(s) to ensure appropriate behavior in accordance with specific event guidelines and “member code of conduct”
- Provide own transportation, as needed
- Be supportive of each and every youth
- Be responsible for all members in your assigned group
- Be able to verify the whereabouts of your members when called upon
- Contact Extension Staff and/or Event Coordinator as needed

Expected Results: Chaperones will work cooperatively 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
- The Extension Educator and/or the designated Event Supervisor 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. All Extension vehicle drivers with 4-H member riders must be 25 years of age unless the driver has completed the NYS driver safety course and has their MVR checked to meet driver requirements. They should also have vehicle familiarity training with the vehicle they will be driving.
- Sense of humor and patience
- Effective communication, organization, and interpersonal skills
- Enjoys working with youth and has a sincere interest in their growth and development
- Demonstrate flexibility, respect and acceptance of diverse youth
- Able to motivate and communicate with youth while nurturing positive self-esteem, 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**
- Reference Check
- Criminal Background Check
- DMV Check, if chaperone responsibilities require transportation of others.
- **Also needed Health and Medical Information**

Benefits:

- Derive satisfaction from helping youth to reach their full potential
- Opportunity for training and resume building
- Opportunity to build friendships with other volunteers
- Enhance personal leadership skills
- Support through Cornell Cooperative Extension and university resources

In the event that a chaperone accepts the trip but then decides not to attend, he/she is responsible for reimbursing Cornell Cooperative Extension Livingston County any money that CCE has paid towards the trip. A documented emergency would receive consideration for excuse from this rule.

If I break the terms of this agreement or my conduct is not satisfactory in the judgment of the CCE Educator or designated Event Supervisor I understand that I may be sent home and will be responsible for paying all costs incurred by the early departure. I understand that I may be asked to reimburse all funds expended on my behalf during the event. I understand that my eligibility to participate in future 4-H activities may be restricted if I am sent home due to unacceptable behavior.

Chaperone's Signature _____

Address _____

Town _____, NY Zip Code _____

Cell Phone _____ Home Phone _____

Date _____