

# COUNTY COORDINATOR JOB DESCRIPTION

## DESCRIPTION OF JOB:

You will be teaching and guiding delegates through an educational orientation program designed to prepare them for full participation in the 4-H Know Your Government Conference. You will also guide delegates through the process of registration and other arrangements related to attending KYG.

## DUTIES OF THE JOB:

- ✓ Recruit interested 4-H members.
- ✓ **Attend KYG Coordinator Training at 4-H State Forum, Oct. 18, Everett, WA.**
- ✓ Plan and implement county orientation sessions for delegates. This will include making arrangements for a meeting facility and resource people.
- ✓ Work with your county 4-H Educator/Program Assistant in determining eligibility and participation requirements.
- ✓ Handle registration, travel, hotel, and additional chaperone arrangements.
- ✓ Be informed about the Know Your Government Conference's Code of Conduct, policies, and procedures. Communicate these policies to the delegates and manage the accountability of them.
- ✓ Make sure required ratio of adults to delegates (1 chaperone per 8 delegates) is followed.

## QUALIFICATIONS:

- ✓ Not currently enrolled as a 4-H youth member of the 4-H program.
- ✓ Have attended at least one Know Your Government Conference, if possible.
- ✓ Demonstrate previous positive experience working with 4-H youth at a local and/or state 4-H event.
- ✓ Ability to work effectively with teenagers.
- ✓ Interest in or knowledge of our political systems.
- ✓ Time available for orientation program and conference attendance.
- ✓ Must have passed an official State Patrol background check by the County Extension Office.

## RESPONSIBLE TO:

The State 4-H Teen Leadership Coordinator, Jan Klein, who is responsible to the youth of Washington State 4-H program, County Faculty/Staff, State 4-H Program Coordinator, and State 4-H Program Director.

## OTHER:

The 4-H Know Your Government Committee is available to answer questions regarding orientation and the conference itself.

Due Dec. 1, 2008

## County **Coordinator** Reply Form 2009 4-H Know Your Government

Please return this form by mail or email to: **Jan Klein,**  
State 4-H Teen Leadership Coordinator  
WSUE Spokane, SSCF #211  
PO Box 1495  
Spokane, WA 99210-1495  
[jklein@wsu.edu](mailto:jklein@wsu.edu)

Phone: 509-358-7937  
Cell: 509-220-7900  
Fax: 509-358-7869

**Please return by December 1, 2008. Without this contact information, you will miss valuable updates and information from the planning committee.**

County Name	
Volunteer Coordinator Name(s)	
Coordinator Address	
City/State/Zip Code	
Home Phone Number	
Email Address	
A list serve is available as a resource to assist Coordinators and 4-H Staff with questions and ideas. Both must enroll. Please contact Jan Klein, <a href="mailto:jklein@wsu.edu">jklein@wsu.edu</a> , to sign up	County 4-H Educator's name and email:

# CHAPERONE JOB DESCRIPTION

## DESCRIPTION OF JOB:

You will supervise and assist 4-H youth as they participate and execute responsibilities associated with an approved 4-H event. You will also serve in a positive leadership role and assume responsibility for on-site event coordination of the delegation.

## DUTIES OF THE JOB:

- ✓ Work with 4-H Educator and County Coordinator to become familiar with the conference.
- ✓ Meet and get acquainted with county 4-H delegates.
- ✓ Collect and review the code of conduct agreements with delegates.
- ✓ Go over additional behavior expectations you have for delegates.
- ✓ For chaperones transporting delegates, obtain and carry with you, signed Registration/Parental Consent and Release forms (Form C)
- ✓ Keep copies of each of the following with you at the KYG Conference: Registration/Parental Consent and Release form (Form C), Health form (Form D), and Code of Conduct form (Form E) with you at the KYG Conference.

## DUTIES

- ✓ Attend the Chaperone Meeting at the beginning of the conference.
- ✓ Attend all conference sessions, assisting where needed.
- ✓ **Be with or know where your 4-H delegates are at all times.**
- ✓ Inform the KYG planning committee about problems with delegates as they arise.
- ✓ Be with your delegates at all times when off the hotel grounds.
- ✓ Assist with facilitation of the conference by helping delegates find rooms, understand session directions, etc.
- ✓ Provide counseling, care, and comfort to delegates as needed.
- ✓ Encourage delegates to make new friends and participate fully in all aspects of this conference.
- ✓ Remember: you are a chaperone for ALL the delegates at the KYG Conference, not just the ones you bring from your county.
- ✓

## QUALIFICATIONS:

- ✓ Must be at least 21 years of age.
- ✓ Ability to work effectively with teenagers.
- ✓ Interest in or knowledge of our political system
- ✓ Must have passed an official State Patrol background check by the County Extension Office
- ✓

## RESPONSIBLE TO:

The Conference Chaperone will be responsible to their Head County Chaperone/County Coordinator who is responsible to the State 4-H Teen Leadership Coordinator, Jan Klein, who is responsible to the youth of Washington State 4-H program, County Faculty/Staff, State 4-H Program Coordinator, and State 4-H Program Director.

Due February 1, 2009

**County Chaperone Reply Form**  
**2009 4-H Know Your Government**  
**(Submit only if chaperones are different than coordinator)**

Please return this form by mail or email to:

**Jan Klein,**  
State 4-H Teen Leadership Coordinator  
WSUE Spokane, SSCF #211  
PO Box 1495  
Spokane, WA 99210-1495  
[jlklein@wsu.edu](mailto:jlklein@wsu.edu)

Phone: 509-358-7937  
Cell: 509-220-7900  
Fax: 509-358-7869

**Please return by February 1, 2009.**

County Name	
Chaperone Name(s)	
County	
Cell Phone Number	
Email Address	
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