

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. 17, Grand Mound, 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. Coordinators will be contacted at any hour, day or night, if there is an infraction of the Code of Conduct.
- ✓ 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 Planning Committee is available to answer questions regarding orientation and the conference itself.

Due Dec. 1, 2010

County Coordinator Reply Form 2010 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

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

Please return by December 1, 2010. 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, jklein@wsu.edu , with questions.	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. You will be contacted day or night if there are infractions of this code.
- ✓ Go over additional behavioral 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).
- ✓ 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.
- ✓ 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 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, 2010

County Chaperone Reply Form
2010 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
jklein@wsu.edu

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

Please return by February 1, 2010.

County Name	
Chaperone Name(s)	
County	
Cell Phone Number	
Email Address	
A list serve is available as a resource to assist Coordinators, Chaperones and 4-H Staff with questions and ideas. Both must enroll. Please contact Jan Klein, jklein@wsu.edu , to sign up	County 4-H Educator's name and email: