Virginia Cooperative Extension
Virginia Tech • Virginia State University

4-H Online 2.0 Volunteer Levels and Types Tip Sheet

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Within the 4-H Online 2.0 system, we can define volunteer levels that correspond to our volunteer screening guidelines. Each adult that enrolls in 4-H will need to identify the volunteer type(s) that they are associated with. ***If at any point during the year, a volunteer role is added, please work with those volunteers to ensure they are enrolled as that particular type of volunteer and all of the screening requirements have been met.*** The list below will help to clarify the levels, requirements, and corresponding types that adults can choose within those levels.

LEVEL 1 – One-Time/Occasional Volunteer

Description: Adult volunteers that ***DO NOT*** have any supervisory responsibilities. These volunteers include, but are not limited to: parent volunteers, helpers, contest judges, teachers, collaborators, presenters, guest speakers, etc. Level 1 volunteers must **always** be under the supervision of an Extension faculty/staff member or a fully enrolled Level 2, 3, or 4 volunteer. This level is for New or re-enrolling volunteers who do not have any supervisory responsibilities.

Level 1 volunteers are required to complete the one time/occasional volunteer application, Standards of Behavior, and Adult Health History forms located within the 4-H Online 2.0 system.

Volunteer Type: Activity Volunteer

Associated Roles:

- *Episodic Event Volunteer*
  - Episodic Event Volunteers are those volunteers that will help with specific events that are being hosted with 4-H programming. These events could include, but are not limited to: 4-H Congress, Judging Contests, Hokie BugFest, 4-H Ag Days, Virginia Tech Science Festival, etc.
- *Episodic Activity Volunteer*
  - Episodic Activity Volunteers are those volunteers that will help with specific 4-H activities within a program. Episodic Activity Volunteers could include, but are not limited to: Reality Store, Kids Marketplace, etc.

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Level 2 – Regular Volunteer

Description: Adult volunteers that work with vulnerable audiences, funds handling, and/or anyone with supervisory responsibilities, to include, but not limited to: Club Leaders, Master Volunteers, Specialty Club leaders, Coaches, etc.

Level 2 4-H volunteers are required to have background screenings every 3 years, application, interview, references, Standards of Behavior, and Adult Health History forms completed within the 4-H Online 2.0 system.

Volunteer Type: Adult Club Volunteer

Associated Roles:

- *Master Program Volunteer**
  - Master Volunteers are those volunteers within one of Virginia Cooperative Extensions Master Volunteer programs, such as Master Gardeners, Master Naturalists, Master Food, etc. and work directly with youth in 4-H programming.

    **Master Volunteers must follow requirements of their respective program area.*
- *4-H Club Leader*
  - A 4-H Club Leader is an organizational volunteer that works directly with youth in a particular 4-H club and provides direction for club activities, fund-raising activities, club recruitment, and development.
- *4-H Club Volunteer*
  - A 4-H Club Volunteer is a project volunteer for a specific club. This volunteer role will go along with the Specialty Volunteer Role under Adult Project Volunteer. Both will need to be completed within 4-H Online to be associated with both a project and club.
- *VCE Agent/Programming Staff NOT Attending 4-H Camp*
  - Agent or Staff that works directly with youth in a particular 4-H club, project, activity or event.

Volunteer Type: Adult Project Volunteer

Associated Roles:

- *4-H Board Member*
  - 4-H Board members can include members of local 4-H Foundation boards, Educational Center boards or other programming areas that work directly with 4-H.
- *Specialty Project Volunteer*
  - Specialty Project Volunteers are those 4-H volunteers that work directly with and provide supervision of youth in specific project areas. These project areas could include various shooting sports activities, community service projects, etc.

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Volunteer Type: Coach

Associated Roles:

- 4-H Team/Competition Coach (Level 2 Volunteer)
  - Responsibilities are those coaches that have teams that compete at events. These coaches would serve in supervisory roles throughout the course of the event in which they are participating. This could include shooting education coaches, judging coaches, etc.
- Team Volunteer / Chaperone (Level 2 Volunteer)
  - Responsibilities are those coaches that do not travel with their teams or serve in supervisory roles. This could include coaches that assist with team trainings.

Level 3 – Overnight Volunteers

Description: Adult volunteers that participate in all overnight camping programs.

Level 3 volunteers are required to have an annual background check, application, interview, references, Standards of Behavior, and Adult Health History forms completed within the 4-H Online 2.0 system.

Volunteer Type: Camp Volunteer

Associated Roles:

- *Camp Volunteer*
  - Camp volunteers serve in supervisory roles in the overnight 4-H camping program. These volunteers are in direct supervision with the youth.
- *VCE Agent/Programming Staff ATTENDING 4-H Camp*
  - Agent or Programming staff that serves in n supervisory roles in the overnight 4-H camping program. These volunteers are in direct supervision with the youth.

Level 4 – New Volunteers

Description: This is for any new **Adult Volunteer** that works with vulnerable audiences, funds handling, anyone with supervisory responsibilities, and/or participating in overnight camping programs that is completing the 4-H Online 2.0 enrollment system for the first time.

Level 4 volunteers are required to have a background screening, application, interview, references, Standards of Behavior, and Adult Health History forms within the 4-H Online 2.0 system.

Volunteer Type: NEW Volunteer

Associated Roles:

- New 4-H Program Volunteer
  - This volunteer role is for all new 4-H volunteers, regardless of volunteer role *with the exception of Activity Volunteers (One-time/Occasional Volunteer)*, that have not completed the 4-H Online enrollment process prior to the current 4-H year. This role

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is only for a term of 1 year and associated roles can be added to the volunteer once the volunteer has been properly vetted for their respective volunteer role.

- NOTE: Volunteers who select this level should also select the volunteer role they are serving in with the 4-H club or program.

Ex: A volunteer is who is NEW to the program and also as a *4-H Club Volunteer* (Level 2) should select both volunteer roles.

o A 4-H Club Volunteer is a project volunteer for a specific club. This volunteer role will go along with the Specialty Volunteer Role under Adult Project Volunteer. Both will need to be completed within 4-H Online to be associated with both a project and club.

Special Note: 4-H Exchange Program Volunteers

ONLY get enrolled in your unit per the direction of the 4-H Exchange Program Coordinator). The State Coordinator and 4-H Office run a thorough background check on each volunteer *before* asking them to enroll. They only enroll if they clear all screening steps and are selected to serve.

They will be enrolled as:

- Program Volunteer: 4-H International Host Family [Do Not Select Without Permission from Extension Agent]

- Activity Volunteer: Episodic Activity Volunteer (Level 1 Volunteer)

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