

## 4-H VOLUNTEER ASSESSMENT

Every three –five years or as needed, the Extension educator(s) meet to talk about a volunteer’s personal goals, accomplishments, and challenges related to their role in the Oklahoma 4-H program. It is recognized that these are the minimum expectations; individual counties may make additions to this document.

Name: \_\_\_\_\_ Club \_\_\_\_\_ Year \_\_\_\_\_

### Continuing Education:

- Recorded in Data Management System:
- 4-H Volunteer Enrollment Active
- Four Continuing Educations completed, if not how many completed
- Working with Minors – annual review of university policy
- OCES Civil Rights for Volunteers – annual review of university policy

<b>Volunteer Agreement</b> (These are only a few of the duties listed on the “Volunteer Waiver” in the enrollment system.)	Not Met	Satisfactory	Superior		
1. To provide a safe and positive educational environment that will enable youth to grow, learn, and develop friendships.	1	2	3	4	5
2. To encourage responsibility, personal growth, and goal setting through project work, activities, and the clubs/SPIN groups in which youth are involved.	1	2	3	4	5
3. To inform youth/families, in a timely manner, of Extension/4-H programs and opportunities.	1	2	3	4	5
4. To actively seek and involve volunteers/youth/families from a variety of ethnic, racial, religious, and socio-economic groups in compliance with civil rights policies and regulations.	1	2	3	4	5
5. To participate in Parent-Volunteer Association/county leader’s council meetings and committee work of said groups.	1	2	3	4	5
6. To maintain sound working relationships with county Extension staff and fellow volunteers.	1	2	3	4	5
7. To inform county Extension Educator of needs and changes necessary for the continued growth of the 4-H program.	1	2	3	4	5
8. To actively recruit and involve parents and volunteers in programming efforts at the local, county, district, and state levels.	1	2	3	4	5
<b>Position Description Specific Duties:</b>	<b>Not Met</b>	<b>Satisfactory</b>	<b>Superior</b>		
1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
<b>Working Relationships</b>	<b>Not Met</b>	<b>Satisfactory</b>	<b>Superior</b>		
1. Relationship with other volunteers, parents, and families	1	2	3	4	5
2. Relationship with staff	1	2	3	4	5
3. Relationship with 4-H membership	1	2	3	4	5
4. Initiative	1	2	3	4	5
5. Flexibility	1	2	3	4	5
6.	1	2	3	4	5
7.	1	2	3	4	5

Extension Educator thoughts/comments to above areas:

Volunteer's thoughts or comments to above areas:

Volunteer's perceived most significant achievement during this past program year:

Areas/topics in which further continuing education would be desirable and/or areas for personal growth. Course of action discussed.

Overall, how does the volunteer feel about remaining in this position? What change in responsibilities or practices would improve the ability of the volunteer to contribute to the 4-H program?

What are the major goals for the volunteer to accomplish in their position during the next program year/defined period?

- 1.
- 2.
- 3.
- 4.

Other recommendation or comments:

Scheduled date of next assessment/meeting/follow-up:

Date

Volunteer's Signature

Date

**Educator's Signature**