

# Wyoming 4-H

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## 4-H Volunteer Interview Talking Points

After your leaders have completed the WY 4-H Online Training experience it is always a good idea to sit down with them. A personal meeting allows them to meet you as the 4-H and youth development expert in the county. It also allows you to better understand their motivation for volunteering and how you can best utilize them in your programming efforts.

Before meeting with a volunteer, it might be good to gather up some handouts that are directly related to your local programming efforts. This might include a newsletter, brochure, list of clubs, or other handouts. If you have any background knowledge about the volunteer, you might also want to gather up information that is specific to the role they want to play in the program.

1. Start by introducing yourself. This would be a great time to explain your role as the 4-H Educator. Add your own spin to your conversation. Some points you might want to cover include:
  - Provides leadership and support for the county 4-H/Youth program.
  - Brings state and national materials, educational opportunities, policies, and advice to the county.
  - Teaches content in youth development, organization building, and volunteer development through informal conversations, phone calls, newsletters, group presentations, participation in meetings and development of educational materials.
  - Ensures compliance with state and national 4-H policies, procedures, and expectations.
  - Provides education and management for financial accountability for county 4-H clubs and groups so they meet federal and state tax requirements and receive ongoing approval of tax-exempt status.
2. Give the leader time to tell you about themselves. Hearing their personal story might help you to identify ways that they can best serve your program. Some questions you will want answered include:
  - What role are they hoping to play in the 4-H program?
  - What skills do they have that they think would benefit the 4-H program?
  - What is their motivation for becoming a 4-H leader?

3. Share the Wyoming 4-H policies with each leader. Highlight the areas that pertain to them. Depending on what type of volunteer this person wants to be, this may include:
  - Chaperoning and rules about overnight stays.
  - Having a certified leader available at all 4-H events.
  - Financial policies and fundraising.
  - Communicating with members in an appropriate way.
  - Shooting sports and horse safety.
4. Take time to talk about the communications methods that are used in the county. This would be the time to talk about your newsletter, social media, e-mails, phone apps, blogs, or any other type of communication you are using. Also, talk to them about how they plan to communicate with members.
5. Highlight your county program. What things are your proud of in the county and what ways can they get involved? What are some areas you would like to see improved and how can they make that happen? If you have a particular need in the county (you need a robotics leader or you need a portfolio judge) this would be a place to ask them to play a specific role in your program.
6. Reiterate what makes the 4-H program an organization that fosters positive youth development. Use the values statements at the beginning of the policy manual as a reference. Also, highlight the following topics:
  - Essential Elements
  - Life Skill development through project and club work.
  - Experiential Learning Model
7. Ask them what questions they have about the 4-H program and their role as a volunteer. You may want to prepare them for this question before you invite them to an interview so they know this is their chance to find out more. If you don't know the answer to their questions tell them you will get back to them and be sure to explain what communication method you will use. Contact the State 4-H Office if you need a specific training or more information.
8. Thank them for their time and end your meeting with a "tour" of your office. During the tour introduce them to other staff in the office and show them the type of resources (this could include your curriculum library) that they can access as a leader.