



Volunteer Role Description

Statewide Equine Planning Team

General Description

California 4-H strives to provide healthy and positive environments that helps members reach their full potential. The role and performance of an Equine Planning Team Member can significantly influence the positive outcomes of youth participation at these events.

Planning Team members are expected to serve as a representative and partner of the University of California 4-H State Office and participate in all scheduled activities as prescribed by their selected role. Statewide Planning Team Members consist of youth and adult volunteers, 4-H program staff, and program partners, ages 14 and up, who are responsible for assisting in setting the forward direction of the statewide equine program while managing a specific annual event area (Hippology, Horse Judging, Presentation Day, Field Day, Horse Classic, or Marketing & Promotions). This role will function under a youth-adult partnership model with an adult volunteer and youth member operating as co-team leaders of a specific equine event area.

Qualifications

4-H adult volunteer, youth member, or program partner at least 14 years old, in good standing with their county, who has:

- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Ability to co-lead under a youth-adult partnership model.
- A passion to increase accessibility, opportunities, and quality of statewide equine events for all California 4-H members.
- The ability to work as a member of a team to guide the team through a prescribed itinerary and timeline.
- Commitment to complete all agreed upon duties and assignments.
- Basic understanding and ability to use current technology communication tools (Zoom, Text, Email, Phone).

Essential Functions

Team members must have the physical, emotional, and cognitive ability plus strength and endurance to:

- Move long distances without taking breaks.
- Interact verbally with adults and youth in a variety of situations.
- Assist adults and youth in emergency (fire, injury, etc.) situations.
- Perform in large groups of people.
- Perform in loud working environments.

Duties

The Team Member:

- Ensures that 4-H youth are safe (both emotionally and physically) for the entire event.
- Ensures that 4-H youth have a fun, educational experience that supports the ongoing development of members.
- Recruits a diverse team of individuals to plan and operate event details and aspects.
- Schedules and runs event team meetings as needed to accomplish goals and meet deadlines.
- Manages the event and address potential problems that may arise in conjunction with the Equine Coordinator.
- Manages the event budget to ensure that all costs remain under budget.
- Takes responsibility for enforcing 4-H policy.
- Participates in all Planning Team meetings, webinars, conference calls throughout the year.
- Communicates regularly with all members of the team.
- Emails & Phone/text communication as needed.

Relationships

The 4-H Statewide Equine Planning Team Member builds relationships with:

- California 4-H State Office staff.
- California 4-H families.
- 4-H County YDP staff.
- Community partners, vendors, and venues.

Time required (60-80 hours per program year)

The 4-H Statewide Equine Planning Team Member allows sufficient time for:

- Completion of all required tasks by prescribed due dates.
- Participation in 6 online video meetings, approximately 2-hours each.
- Onsite presence for the duration of the assigned event (including setup and cleanup).

Length of Service

- Youth members – 1-year term with opportunity to renew for one additional term.
- Adult members – 2-year term.

The University of California Division of Agriculture & Natural Resources (UC ANR) is an equal opportunity provider.