

4-H Alberta Youth Leaders

What is a Youth Leader? Youth Leaders are current or previous 4-H Alberta Senior Members aged 15-25 who have successfully completed 4-H Alberta's Youth Leadership Experience And Development (YLEAD) program or equivalent (Counsellors In Training course).

The term "Youth Leader" has replaced the term "Counsellor" in all 4-H Alberta activities, programs, and communication. The reason for the change in name is to move away from using the term counsellor as it is synonymous with the title of a mental health professional in Alberta. Additionally, the title "Youth Leader" represents the important role these volunteers hold in the 4-H community, not only at camps but also at events/activities in every level of 4-H.

For a comprehensive list of Youth Leader screening, training and responsibilities, see the **4-H Alberta Screening and Training Requirements by Role** chart at the end of this document.

Youth Leader Role:

- Promote [Positive Youth Development](#)
- Adhere to the [Code of Conduct](#) for 4-H in Canada
- Act as a leader for Members, Volunteers, and the 4-H community
- Assist Staff and Volunteers in program and activity planning
- Volunteer at 4-H Alberta overnight and day programs
- Take on the responsibility of delegate supervision, safety, and inclusion
- Reflect on and seek out more opportunities to learn and develop leadership skills
- Connect with youth and act in their best interest
- Be aware of Youth Safety responsibilities
- Always report any and all incidents to supervising staff and Trained Leaders immediately

While acting in their Youth Leader role, Youth Leaders take on additional responsibility to that of their Senior Member peers. It is important to recognize the differences between the role of Senior Member and the role of Youth Leader at all 4-H activities.

A Youth Leader will **not** act as both a Senior Member and Youth Leader at any 4-H Alberta activities. If an individual is attending a 4-H program as a 4-H Member or delegate, they can **not** also act as a Youth Leader at the same program.

At the **club** level, Senior Members can **not** act in a Youth Leader capacity as they would be considered to be acting in their Senior Member role.

It is important that the role of Youth Leaders at any activity/program is proactively communicated out by the program lead to all participants, volunteers, and parents/guardians to provide clarity on the role and responsibilities of the Youth Leaders.

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Youth Leader Screening & Training Requirements:

- Successful completion of 4-H Alberta's Youth Leadership Experience And Development (YLEAD) program or equivalent (CIT course)
- Successful completion of 4-H Alberta's [Youth Safety Training](#)
- Youth Leaders **18 years or older** must obtain a police check with a vulnerable sector check and complete the 4-H Alberta [volunteer screening process](#) every 3 years
- Acknowledge the 4-H in Canada Code of Conduct annually

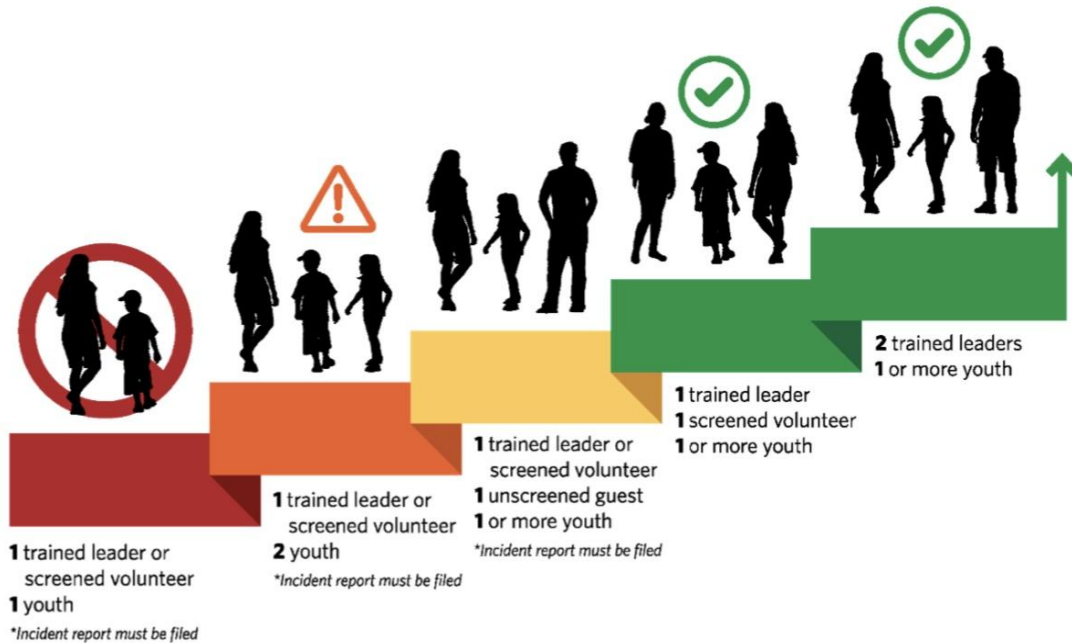
Youth Safety:

Rule of Two ([Youth Safety at 4-H in Canada pg.10](#)):

- Youth Leaders **under the age of 18** do **not** count as a **Screened Volunteer*** and cannot be counted towards the Rule of Two.
- Youth Leaders **under the age of 18** can **not** count as a **Trained Leader*** for meeting the Rule of Two.
- Youth Leaders **over the age of 18** **can** count towards the Rule of Two as a **Screened Volunteer*** as long as the following criteria are met:
 1. The Youth Leader has completed the 4-H Alberta screening process.
 2. A Trained Leader is also present.
 3. The activity is not within the Youth Leaders club where they are a current Member.
 4. The Youth Leader has expressed consent to the program lead that they are willing to act as a Screened Volunteer for the Rule of Two and is aware of their new responsibilities.
- Youth Leaders **over the age of 18** **can** count towards the Rule of Two as a **Trained Leader*** as long as the following criteria are met:
 1. The Youth Leader has completed all necessary screening and training to become a Trained Leader.
 2. Another Trained Leader or Screened Volunteer is present.
 3. The activity is not within the Youth Leaders club where they are a current Member.
 4. The Youth Leader has expressed consent to the program lead that they are willing to act as a Trained Leader for the Rule of Two and is aware of their new responsibilities.

Refer to the **4-H Alberta Screening and Training Requirements by Role chart at the end of this document for all detailed role descriptions.*

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Programming Supervision Ratios ([Youth Safety at 4-H in Canada pg.11](#)):

- Youth Leaders **can** count towards program supervision ratios as long as the Rule of Two is met.
- Youth Leaders can **not** count towards supervision ratios within their club.

Incident Reporting ([Youth Safety at 4-H in Canada pg.14](#)):

It is the responsibility of 4-H Staff and Trained Leaders to document all incidents, whether minor or serious, that occur during a 4-H sanctioned activity. The purpose of the Incident Report is to ensure 4-H has details of the incident should questions arise and to ensure measures are taken to prevent future incidents. It is a tool to protect and support youth, staff, leaders, and the organisation.

Youth Leaders should always report any and all incidents to supervising staff and Trained Leaders immediately. However, 4-H has an open-door policy for reporting concerns of misconduct, harassment, or abuse and takes any claims very seriously. A confidential report may be made by a Youth Leader, youth member, leader, staff, parent, participant, or member of the public using the online incident reporting system at 4-h-canada.ca/youth-safety. Reports will be delivered directly to the provincial organisation.

4-H Senior Members who are not Youth Leaders: If a Senior Member would like to help out at a program outside of their club but has not taken YLEAD, they can do so in a volunteer capacity as long as they adhere to the following:

- 4-H Alberta Senior Members who have not completed the YLEAD program are **not** able to provide unsupervised direct instruction to youth.
- Senior Members under the age of 18 do **not** count towards the supervision ratio.
- Adult Senior Members (18+) **can** count towards the supervision ratio as long as they are not at a club activity or a participant of the program.
- Adult Senior Members (18+) do **not** count towards the Rule of Two.

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Contacting Youth Leaders: For any 4-H program that would like to have Youth Leaders present, please contact your local [Area Coordinator](#). The AC team can assist with contacting and recruiting Youth Leaders. You can also email Madeleine Luft (madeleine.luft@4hab.com) for any provincial or general Youth Leader inquiries.

Youth Leadership Experience And Development (YLEAD) Program: YLEAD typically runs on an annual basis at the end of June before summer programs begin. For Members interested in taking YLEAD, email madeleine.luft@4hab.com

If you have any questions about Youth Leaders, feel free to contact Programs Coordinator Madeleine Luft: madeleine.luft@4hab.com , (403) 370-7337

4-H Alberta Screening and Training Requirements by Role

Role in 4-H Alberta						
	Trained Leaders, 4-H staff, YAC Ages 18+ Youth Leaders who are 18+ and who meet all of the requirements below may also fall into this category. A	Screened volunteers, Overnight chaperones Ages 18+ B	Non-screened guests supporters, parents, judges, presenters, etc. C	Board members D	Youth Leaders Current and Previous Senior Members (Ages 15-25) who have successfully completed the Youth Leadership Experience and Development (YLEAD) course. E	Youth in a club leadership role assist with the program at club meetings F
Screening						
Application	✓ (3)	✓ (3)		✓ (3)	Ages 18+ (3)	
Interview	✓ (3)	✓ (3)		✓ (3)	✓ (3)	
Reference checks	✓ (3)	✓ (3)		✓ (3)	Ages 18+ (3)	
Vulnerable Sector Check (completed by police services, approved by staff)	✓ (3)	✓ (3)		✓ (3)	Ages 18+ (3)	
4-H in Canada Code of Conduct (acknowledged annually)	✓	✓	✓	✓	✓	✓

✓ is an initial requirement (3) renewals are required every three years Ages 18+ is a requirement for anyone aged 18 or older

	Trained leader, 4-H staff, YAC Ages 18+	Screened volunteers, Overnight chaperones	Non-screened guests	Board members	Youth Leaders	Youth in a club leadership role
	Youth Leaders who are 18+ and who meet all of the requirements below may also fall into this category.	Ages 18+	supporters, parents, judges, presenters, etc.		Current and Previous Senior Members (Ages 15-25) who have successfully completed the Youth Leadership Experience and Development (YLEAD) course.	assist with the program at club meetings
	A	B	C	D	E	F

Training

Provincial 4-H Training	✓ (ongoing updates)				✓ (YLEAD)	
Child Protection Training (Commit to Kids)	✓ (3 - refresher)					
Youth Safety Training	✓				✓	
Event / Position Training (at each event or new role)	✓	✓	✓	✓	✓	✓
Governance Training				✓		

Supervision

Youth Supervision Policy requirements (Rule of Two)	Additional "A" or "B" role must be present	An "A" role must be present	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"
Counts toward programming supervision ratio?	Yes	Yes	Yes – role explained to youth	Yes – role explained to youth	Yes – may supervise younger youth. Role explained to youth	No – role explained to youth

✓ is an initial requirement (3) renewals are required every three years

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Responsibilities						
Adherence to Supervision Policy	✓	✓			✓	
First aid and emergency management	✓					
Incident reporting	✓				Report all incidents to the "A" role present	
Program planning	✓				✓	✓
Direct instruction to youth	✓	✓	Only with trained leaders or screened volunteers present	Only with trained leaders or screened volunteers present	✓	Only with trained leaders or screened volunteers present

✓ is an initial requirement