4-H Alberta
Youth Leader
Terms of Reference

CANADA

4-H Alberta

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) training.

4-H Alberta Guiding Principles

- 4-H is for youth, by youth and with youth
- 4-H is "Learn to Do by Doing"
- 4-H is fun for members, volunteers, and families

4-H Alberta Youth Leader Role

- Act within the boundaries of their role defined by the program or event they have signed up to support. See Defining the Role of a Youth Leader
- Assist with the planning and implementing of programs and activities that the Youth Leader signed up for at the club, district, and regional level
- Assist with delegate supervision, safety, fun, engagement, and inclusion
- Be aware of Youth Safety responsibilities. See Youth Safety: Rule of Two
- Connect with youth and act in their best interest
- Use the YLEAD resources for games and activities for programs and activities
- Always report any and all incidents to supervising staff, 4-H Leaders, or 4-H Volunteers immediately
- Promote Positive Youth Development

Youth Leader Requirements

- Successful completion of 4-H Alberta's Youth Leadership Experience And Development Training (YLEAD)
- 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

Contacting Youth Leaders

For any 4-H program that would like to have Youth Leaders present, please contact your local Area Coordinator. The Area Coordinator team can assist with contacting and recruiting Youth Leaders. You can also email the 4-H Alberta Provincial Programs Team at programs@4hab.com for any provincial or general Youth Leader inquiries.

Youth Leadership Experience And Development Training (YLEAD)

YLEAD is a 2-day program that can be run year-round. It is scheduled to run every summer in conjunction with the Summer Training Camp for Youth Leaders who want to volunteer for

the 4-H Alberta Summer Programs. 1-2 more offerings will be run around the province based on demand and feasibility each year. Dates will vary and will be advertised as well as posted on the 4-H Alberta Website and the Online Registration System.

Defining the Role of a Youth Leader

The specific role of a Youth Leader must be defined prior to the Youth Leader committing to the role. This is on top of what is outlined in the 4-H Alberta Youth Leader Role section. The role can be defined in many ways. This must be communicated in writing and can be included in a recruitment email or on the Online Registration System Program for Youth Leaders to sign up. Here are some examples:

- Having the roles and responsibilities outlined for members of a planning committee. This can be detailed or brief depending on what is required
    - Example 1: Youth Leaders will be assisting in the program planning for the North South Region Fun Day. They will attend and participate in planning meetings.
    - Example 2: These two leaders and two Youth Leaders are responsible for planning a half day of Winter Camp using the theme of WInter Wonderland
- A schedule created for a program that delegates who does what while the program is running
    - Example 1: From 10 pm to 12:00 pm, Youth Leader A and B along with Leader and Volunteer will lead an origami session for the Intermediate members.

Youth Leaders will assist with the planning of programs but can be delegated aspects of the program that are within their skill set:

- Ice break games for the first 15 minutes of a Winter Camp
- A stand alone craft or activity for Cleaver Kids at a Fun Day
- Songs and games for an after dinner “fire” at a program

Roles and Responsibilities

Senior Members who <u>are</u> Youth Leaders

A program or event that requires the support of Youth Leaders must define the role the Youth Leaders will be fulfilling at the program or event. Youth Leaders will sign up for this specific role through an official method (the Online Registration System, Google Form, replying to an email, sign up sheet etc.) and fulfil the role to the best of their ability based on the guidance they have been given for the role and the training they have received.
If a role has not been defined, assigned, or agreed to, the Youth Leader will be attending as Senior Members.

Senior Members who <u>are not</u> Youth Leaders

If a Senior Member would like to help out with a program or event and have not taken YLEAD, they can do so in a volunteer capacity as long as they adhere to the following:

- Must be supervised when directly instructing youth.
- Cannot be apart of ratio
    - Exceptions
        - Senior Members who are 18 years old or older do not count towards the Rule of Two. If they want to be a part of the Rule of Two they can look into becoming a Youth Leader, adult volunteer or leader.

Youth Leaders and Designated 4-H Alberta Staff Member

The Designated 4-H Alberta Staff Member is here to help all Youth Leaders year round. Youth Leaders can connect with the Designated Staff Member if they need information about the role, are looking for ideas on how to get involved in their community, etc. All questions regarding the Youth Leader position are to be directed to this designated staff member. Communication must maintain the Rule of Two and be during appropriate hours of the day.

Youth Leaders and Area Coordinators

Area Coordinators will have the list of current Youth Leaders available to them and will connect with the Youth Leaders for opportunities and ways to get involved in the Region. Youth Leaders are responsible for communicating professionally with everyone in the 4-H Community and beyond as well as, following through on the roles they have agreed to. Area Coordinators can reach out to the Designated 4-H Alberta Staff Member for any questions about the Youth Leader role. Communication must maintain the Rule of Two.

Youth Leaders and 4-H Alberta Leaders and Volunteers

4-H Leaders and Volunteers will recruit Youth Leaders to support the planning and implementation of high quality programs and events across the province. This recruitment can be done through their Area Coordinator.
The role the Youth Leader will be fulfilling must be defined prior to the Youth Leader committing to the program or event.
Youth Leaders are responsible for ensuring they are able to fulfill this role in entirety before committing to it. If they have questions about their role they can ask the 4-H Leaders or Volunteers for support. The Designated 4-H Alberta Staff Member is always able to help as needed.

Youth Leaders and their friends and family members

Youth Leaders are responsible for all aspects of their role as Youth Leader. All communication, training, and duties must be completed by the Youth Leader themselves.

4-H Alberta Staff, Leaders, and Volunteers will communicate directly with the Youth Leaders and will use other screened and trained individuals to maintain the Rule of Two.

Youth Leaders and Ratio

Please review the 4-H Canada Youth Safety Manual for more information on Youth Safety, the Rule of Two, and other supervision ratio details.

Overview of the Youth Safety Manual in regards to Youth Leaders:
Youth Leaders Can:

- Youth Leaders can count towards program supervision ratios as long as the Rule of Two is already met.
- Youth Leaders can directly instruct youth within their scope.
- Youth Leaders can be a part of program planning.

Youth Leaders Cannot :

- Youth Leaders cannot take the lead on emergency and first aid management or incident reporting related to these incidents (anyone is able to submit an incident report regardless of age or role).

Youth Leaders who are 18 years old or over

- Youth Leaders over the age of 18 can count towards the Rule of Two as a Screened Volunteer or a Trained Leader as long as the following criteria are met:
    1. The Youth Leader has completed the 4-H Alberta Screening process to be a Screened Volunteer.
    2. OR, the Youth Leader has completed all necessary screening and training to become a Trained Leader (Youth Safety and Commit to Kids).
    3. The Youth Leader's role has been defined, they are willing to act as a Screened Volunteer/ Trained Leader for the Rule of Two, and are aware of their new responsibilities.