

Volunteerism Domain – Professional Knowledge, Research, and Competencies (PRKC)

The Professional Knowledge, Research and Competencies (PRKC) identified the following domain of volunteerism and its topics and components. This serves as the essential competencies for conducting 4-H youth development programs. http://www.national4-hheadquarters.gov/library/4-Hprkc_study_010605.pdf. The ***Volunteerism for the Next Generation Rubric and Syllabus*** which serves as the foundation for Extension staff professional development is built around these components. Learning outcomes, readings, and suggested learning activities are identified for each component. The ***Everyone Ready*** modules and the ***Volunteerism for the Next Generation (VNG) Fact Sheets*** are incorporated into this rubric.

VOLUNTEERISM

Building and maintaining a volunteer management system for the delivery of youth development programs

TOPIC: PERSONAL READINESS

COMPONENT: Philosophy of Volunteerism

- Develops and demonstrates personal philosophy of volunteerism incongruence with professional ethics
- Articulates a belief in the competence of volunteers
- Develops and/or supports an organizational philosophy of volunteerism

COMPONENT: Trends in Volunteerism

- Identifies and engages expanded, diverse audiences as both volunteers and recipients of volunteers' services
- Understands societal trends and adapts volunteer management strategies accordingly

COMPONENT: Advocating for Volunteerism

- Knows role of organizational volunteers and communicates benefits to community, organization, and individuals
- Identifies and nurtures staff/volunteer teams to manage change
- Educates peers and co-workers on the value of volunteerism

TOPIC: ORGANIZATIONAL READINESS

COMPONENT: Climate for Volunteerism

- Creates and supports a positive organizational environment for volunteerism
- Develops and supports staffing structures that align and support meaningful roles for volunteers

COMPONENT: Identifying Needs for Volunteers

- Develops and conducts community needs and assets assessments
- Develops and conducts organizational needs and assets assessments

COMPONENT: Developing Volunteer Positions

- Identifies potential volunteer roles and responsibilities
- Develops written volunteer position descriptions

TOPIC: ENGAGEMENT OF VOLUNTEERS

COMPONENT: Recruiting Volunteers

- Understands fundamentals of human motivation as related to volunteerism
- Understands and implements multiple recruitment strategies based upon position responsibilities and community demographics
- Communicates available positions to the community
- Knows and communicates roles and responsibilities for episodic, short-term, long-term, and virtual volunteer commitments
- Promotes different levels of responsibilities for volunteers
- Develops and disseminates applications to potential volunteers



COMPONENT: Selecting Volunteers

- Understands the purpose of appropriate selection strategies
- Identifies selection strategies appropriate for the volunteer position based upon the position's responsibilities, organizational policies, and the clientele to be served
- Conducts potential volunteer interviews, reference checks, and criminal background checks
- Identifies and matches individual motivations, skills and time commitment with available roles and responsibilities
- Evaluates and determines the appropriateness of individuals for volunteer position(s) for final placement

TOPIC: EDUCATION OF VOLUNTEERS

COMPONENT: Orientation of Volunteers

- Develops and conducts initial orientation to the organization
- Conducts on-going orientation that reflects organizational changes

COMPONENT: Education of Volunteers

- Provides educational opportunities for volunteers on youth development, organizational operations, personal development, etc.
- Provides educational opportunities for volunteers on relevant subject matter and organizational leadership strategies
- Provides educational opportunities for volunteers related to organizational policies and procedures

COMPONENT: Adult Development and Learning Theory

- Applies teaching and learning strategies appropriate for diverse adult audiences

TOPIC: SUSTAINABILITY OF VOLUNTEER EFFORTS

COMPONENT: Supervising, and Coaching Volunteers

- Delegates appropriate responsibilities to volunteers
- Supports a positive volunteer esprit de corps
- Motivates volunteers to stimulate creativity and reach potential
- Addresses behaviors not consistent with acceptable standards

COMPONENT: Performance Management of Volunteers

- Conducts and provides regular/routine performance feedback to volunteers
- Implements disciplinary strategies including remediation, counseling, probation, and dismissal

COMPONENT: Recognition of Volunteers

- Promotes and implements appropriate intrinsic and extrinsic recognition strategies for volunteers
- Provides and supports expanded leadership opportunities for volunteers

COMPONENT: Evaluation of Volunteer Efforts

- Develops and conducts impact assessment of volunteer efforts
- Communicates impact of volunteer efforts to stakeholders

Additional Topics added by the National Learning Priorities Team, Volunteerism for the Next Generation as a result of research and consultation with experts in the field.

TOPIC: DEVELOPING AND IMPLEMENTING AN INFRASTRUCTURE TO SUPPORT A VOLUNTEER DELIVERY SYSTEM

TOPIC: REVIEW AND ANALYSIS OF THE VOLUNTEER DELIVERY SYSTEM

Reference: http://www.national4-headquarters.gov/library/4-Hprkc_study_010605.pdf.



Volunteerism for the Next Generation

