CHECKLIST for Implementing Management Volunteers within a Volunteer Delivery System

4-H PRKC identified that the focus for volunteerism in the 4-H Youth Development Program is the building and maintaining of volunteer management systems for the delivery of youth development programs. Management volunteers can be an important and integral part of the overall volunteer delivery system. Refer to the background and overview in the *Volunteerism for the Next Generation Rubric and Syllabus* or the *Volunteerism for the Next Generation Fact Sheet* - "Volunteer Delivery Systems".

___ 1. Ask questions, attend a workshop on management volunteers and/or volunteer delivery systems.

___ 2. **Recruit** county management volunteers.

___ 3. **Complete** a county **profile.** (Assess where you are now.)

___ 4. **Develop a county plan. Envision** what you would like the **4-H program** in your county to be like. With that vision in mind:

- Set program goals.

- Set management volunteer goals; choose up to three that might be implemented the first year.

___ 5. Create awareness and **gain acceptance** for the management volunteer concept and the role of the management volunteers in carrying out the plan. Gain support from key groups.

___ 6. **Take action** to carry out the plan, including the following:

  ___ (a) identify **and recruit** management volunteers for roles identified.

  ___ (b) develop and negotiate **role descriptions** for those positions.

  ___ (c) provide **training** for the new and existing management volunteers in management, supervision, human relations, and other appropriate skills.

  ___ (d) support, monitor, and supervise management volunteers; give feedback.

  ___ (e) document and **measure** progress.

  ___ (f) celebrate the volunteer successes

___ 7. **Adjust as needed** and recycle the process (step a through f)

NOTE: Numbers 3 & 4 and 5(a) & 5(b) may be done in reverse order or concurrently.

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