



Organizational Skills

Overview of Organizational Skills

VRKC: Volunteer Research Knowledge Competency Taxonomy

Intended Audience:

4-H volunteers

Learning Outcomes:

- Volunteers will identify the organizational skills needed in their 4-H role
- Volunteers will be able to explain the role and benefits of organizational skills in their 4-H role

Time:

20 – 30 minutes

Supplies Needed:

- Stickers and bags
- Pencils and paper
- Markers and flip chart paper
- Power Point, Computer and LCD Projector
- Handouts and Evaluations

Do Ahead:

- Prepare bags of stickers for Activity 1.
- Prepare handouts.

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Volunteerism for the Next Generation:

<http://nextgeneration.4-h.org/volunteerism/>

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INTRODUCTION

Volunteers are critical partners in delivering 4-H youth development programs. Volunteers need to demonstrate the ability to engage others in planning, providing, and delivering positive 4-H youth development programming in the community. Acquiring the organizational skills needed for your 4-H role will allow you to more competently provide service and contributions to the organization. (Power Point Slide 1)

WHAT TO DO

Activity 1: Sort It!

Divide participants into groups of five or six. Provide each group with a bag that holds a variety of different stickers. Make sure there are approximately 25 - 30 stickers per bag in a variety of colors and shapes. Give the groups 5 minutes to sort and categorize the stickers. Bring the large group back together. Ask each group to share how they organized the stickers. How did they decide on reasons behind the organizing method they chose? What roles did group members take during the organizing? As each group listened to the others, was it reasonable to understand how the stickers were organized differently? What could have caused the differences? Why are organizational skills important?

(Power Point Slide 2) “Organizational skills” is one of six domains identified by research as necessary for 4-H volunteers to understand and utilize. The research identified six competencies, or skills related to organization, that we are going to review. Using Handout 1 and the Power Point presentation, we will define each competency and explore its importance to you as volunteers. (Distribute Handout 1 and read through definitions. Power Point Slides 3-8)

- Planning and Organizing
- Time Management
- Parent Recruitment and Involvement
- Delegating Tasks to Parents
- Service to the Community
- Marketing and Publicity

Activity 2: How Does It Fit?

Ask participants to break into groups of three or four. Give each group a piece of flip chart paper and markers. Ask each group to identify three of the organizational skills they would like to implement more in their 4-H club or program. Have them answer these two questions about each skill:

- What do I need to know about this competency to do it well?
- What will it mean for my club/program if I implement this competency well?



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**VRKC: Volunteer Research
Knowledge Competency
Taxonomy for 4-H Youth
Development:**

[http://www.national4-h
headquarters.gov/comm/vrkc.pdf](http://www.national4-h
headquarters.gov/comm/vrkc.pdf)

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After they've created their lists, have each group combine with one other group and share with each other. Ask each group to turn in a summary of their discussion and the answers to the two questions for their chosen competencies.

Conclusion: (Power Point Slide 9)

Having effective organizational skills provides volunteers with confidence in their 4-H roles. Engaging youth and other adults in organizing positive youth development programming strengthens the quality and impact of each activity and event.

TALK IT OVER

Reflect:

- Did you think about anything differently when you shared with the other group? Please explain.
- What can effective organizational skills do for your 4-H club or program?

Apply:

- List organizational competencies you'd like to learn more about.
- Who are others in your 4-H club or group who would benefit from learning about these topics, and will you encourage them to participate in future workshops?

EVALUATION

Ask each participant to complete the evaluation tool (Handout 2).

ENHANCE or SIMPLIFY

Record the answers to the *Talk It Over* session on flip chart paper. Have the participants prioritize the list. Use the list for planning future volunteer workshops.

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Competencies of Organizational Skills

It's important that volunteers demonstrate the ability to engage others in planning, providing, and delivering positive 4-H youth development programming in the community. Each competency in the Organizational Skills domain listed below includes a definition and the importance to volunteers.

Planning and Organizing

Definition: Organizing and planning skills enable people to establish a course of action for themselves and others to accomplish specific results.

Importance to volunteer: Planning and organizing skills help volunteers provide orderly instructions to help groups or individuals meet goals and keep records. Modeling these skills is important for youth members to learn planning and organizing in their own lives.

Time Management

Definition: This includes the range of skills, tools and techniques to manage time to accomplish specific tasks, projects and goals.

Importance to volunteer: Effective time management skills allow volunteers to reach goals using the resource of time effectively. Tools include priority setting, planning, delegating, goal setting, scheduling, organizing and analyzing. Demonstrating good time management tools teaches youth effective use of time as well.

Parent Recruitment and Involvement

Definition: Ability to involve and recruit parents and others as 4-H volunteers.

Importance to volunteer: Providing opportunities for parents to connect to 4-H projects, activities and events with their children can allow parents a positive experience with the educational impact of 4-H. It opens the door for further involvement as a 4-H volunteer.

Delegating Tasks to Parents

Definition: Providing opportunities for parent involvement through assigning tasks that need to be completed.

Importance to volunteer: Through delegation to parents, 4-H volunteers empower and engage parents to have quality experiences with their children and share the load of work that needs to be done to carry out 4-H activities and events.

Service to the Community

Definition: Providing acts of altruism within the community. Giving to the community and its people to meet community needs builds social capital and positive community spirit.

Importance to volunteer: Community service is a foundation for building citizenship skills through civic engagement. It helps achieve educational, developmental and social goals.

Marketing and Publicity

Definition: Publicity is the process of communicating to people that you are marketing something. Marketing includes the process used to determine the products and services that may be of interest to customers. It includes identifying, keeping and satisfying customers.

Importance to volunteer: Volunteers are critical partners in the marketing and publicity of 4-H. This includes the individual 4-H clubs as well as 4-H programs, activities and events.



Handout 2

Evaluation

Please complete the following evaluation. The results of the evaluation will be shared with those who work with the program. Your participation in this evaluation is voluntary. Your responses will be combined with the responses of all other participants and you will not be individually identified on any report prepared.

Please answer the questions by circling the number that indicates your level of understanding of the topics listed before and after the training.

1 = Very little understanding

2 = Understand somewhat

3 = Clear understanding

	NOW – After the training			THEN – Before the training		
1. I can identify the competencies or skills needed for organization in my 4-H role.	1	2	3	1	2	3
2. I can explain the role and importance of organizational skills in my 4-H role.	1	2	3	1	2	3
3. I can explain the benefits of organizational skills in my 4-H role.	1	2	3	1	2	3

- Please list at least two ideas or skills that you learned as a result of this presentation.

- How will you use what you learned in this presentation?



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