

# Sandlot Sports Volunteer Welcome



Dear Potential Volunteer,

Let me take this opportunity to thank you for expressing an interest in becoming an Ohio State University Extension volunteer. Each year, thousands of volunteers contribute their time, energies, and talents that enable Ohio State University Extension to engage people in educational programs that meet their immediate needs.

All individuals who are interested in volunteering with Ohio State University Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities) must complete a selection process under the direction of an Extension professional.

To more efficiently and effectively support our service recipients, Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization in a long-term and/or higher risk position. All potential Sandlot Sports volunteers will: (1) receive a position description; (2) complete an application and return to Extension office; (3) have references collected by Extension professionals; (4) complete an interview; (5) submit to a criminal history fingerprint record check; (6) agree to and sign the volunteer standards of behavior form; and (7) participate in a new and ongoing volunteer training program.

Please know that all information related to the selection process may be updated periodically and will be kept in a secured file cabinet. This information will be kept on file for a minimum of three years following the receipt of your materials or the completion of your involvement as an Ohio State University Extension volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with individuals in your community can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,

Tim Tanner  
4-H Educator, Harrison County  
Director of Sandlot Sports



## **Volunteer Position Description 4-H Youth Development Ohio State University Extension**



### **Position Title:**

4-H Sandlot Sports Volunteer

### **Time Required**

Seasonal; less than 2 hours per week

### **General Purpose:**

Support and work in partnership with 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential via the Sandlot Sports program.

### **Specific Responsibilities:**

- ◆ Lead or assist in implementing 4-H Sandlot Sports experiences, including:
  - Coordinate sites and logistics. Secure appropriate equipment.
  - Ensure safety throughout every event.
  - Build athletic and social skills in every youth via the Sandlot Sports program.
  - Be responsive to questions and needs of parents and youth.
- ◆ Promote the 4-H Sandlot Sports program, including:
  - Encourage potential youth to participate.
  - Invite parents to participate appropriately and consider volunteering.
  - Inform participants of other 4-H options that may appeal to them.
- ◆ Actively participate as a volunteer by:
  - Follow OSU Extension and 4-H Youth Development guidelines and policies.
  - Attending all of the Sandlot Sports programs you commit too leading/running.
  - Read 4-H mailings and access information from the 4-H web to keep members, parents and/or other volunteers informed.
  - Participate in volunteer development opportunities. Maintain current status.

### **Qualifications & Expectations:**

- ◆ Ability, interest, and willingness to:
  - Work with volunteers and 4-H professionals to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership.
  - Effectively organize, delegate, and communicate (verbal and written)
  - Work with minimal supervision from professional staff.
  - Become familiar with and work within the philosophy and guidelines of Ohio State University Extension, Ohio 4-H Program and the County 4-H program.

### **Ohio State University Extension Agrees to:**

- ◆ Provide training opportunities related to volunteerism, 4-H youth development, and recreation leadership principles.
- ◆ Coordinate advertising, equipment, database maintenance, etc.

### **Mentor/Supervising Professionals:**

*County Extension 4-H Youth Development Professional(s)*

# Sandlot Sports Volunteer Process



Dear Potential Volunteer,

Now that you have read through and considered the position description, let me walk you through the steps to become a certified 4-H Sandlot Sports volunteer:

1. **Apply** using the form on pages 4-5. It is wise to check with your references first, as this is often the piece that slows up the works.
  - a. Send completed application to our office:
    - i. Fax: 740.942.1051 or mail to  
OSU Extension 538 North Main Street, Suite H Cadiz, OH 43907
2. **Interview** with 4-H staff. We will call you to set up the appointment after all references have been returned satisfactorily.
  - a. **Sign** the Volunteer Standards of Behavior Form. This will occur as part of the interview process.
  - b. Participate in New Volunteer **Orientation**. This will typically occur as part of the interview process.
3. Complete a **Background Check**. The address for this is to be sent to is:  
Ohio 4-H Center ATTN: Lisa Jinks 2201 Fred Taylor Dr. Columbus, OH 43210
4. **Train** by participating as an assistant to 4-H staff during at least 2 Sandlot Sports activities.
5. Upon successful completion of the above items, you will receive a **welcome letter** from local 4-H staff indicating that you are now a certified 4-H Sandlot Sports volunteer.  
Welcome!
6. **Maintain** volunteer status by attending a one-hour training annually and completing a background re-check every 4 years (standards subject to university change).

We look forward to welcoming you to the 4-H Sandlot Sports team!

Sincerely,

Tim Tanner  
4-H Educator, Harrison County  
Director of Sandlot Sports



# OHIO STATE UNIVERSITY EXTENSION VOLUNTEER APPLICATION FORM



## I. GENERAL INFORMATION

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address: \_\_\_\_\_  
(Street) (City) (Zip)

Phone: Day: ( ) \_\_\_\_\_ Best Time to Call: \_\_\_\_\_  
Eve: ( ) \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Length of time at this address (years): \_\_\_\_\_  
Date of Birth  
(MM/DD/YY)

Email: \_\_\_\_\_

## II. VOLUNTEER INTEREST

Why are you interested in volunteering for O.S.U. Extension?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which OSU Extension program area do you want to volunteer with:  
\_\_\_\_\_ Agricultural & Natural Resources \_\_\_\_\_ Community Development  
\_\_\_\_\_ 4-H Youth Development \_\_\_\_\_ Master Gardener  
\_\_\_\_\_ 4-H Sandlot Sports \_\_\_\_\_ Family & Consumer Sciences

What time commitment do you initially desire?  
\_\_\_\_\_

Previous Work Experience: (List current or most recent experience first)

<u>Employer</u>	<u>Position Title</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Previous Volunteer Experience: (List current or most recent experience first)**

<u>Organization</u>	<u>Volunteer Role</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**III. PERSONAL REFERENCES**

Have you ever been convicted of a misdemeanor or a felony? \_\_\_\_\_

If yes, please give date, nature, and disposition of offense. \_\_\_\_\_

**Please note:** A criminal record will be considered as it relates to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

**References:** List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_ (W) Phone \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_ (W) Phone \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Home Phone \_\_\_\_\_ (W) Phone \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

*I authorize the contact of listed references and understand that I am required to submit to a fingerprint criminal background check prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the application at your earliest convenience and contact us if you have any questions or wish further information. Thank you!