

North Carolina State University
EFNEP Volunteer Engagement Plan
FY 2020-2024

Introduction:

The EFNEP Coordinators of NC State University and NC A&T State University collaborate on a consistent basis to develop and implement programmatic guidelines that outline the specific approaches NC EFNEP will implement to assure program alignment with federal policy. The coordinators have collaborated to develop our plan for recruiting, training, and utilizing EFNEP volunteers across our university programs.

State Staff Support:

State level staff support for volunteer development is achieved across universities by utilizing the expertise of our state specialists and organizational volunteer processes as well as a specific state level professional responsible for the development and/or facilitation of training for all paraprofessional staff and volunteers. Training will adhere to both EFNEP federal policy and university and organizational standards for volunteers.

EFNEP Volunteer Training:

NC State University anticipates utilizing all levels of volunteers. Volunteers classified as Formal, Non-agency, or student intern volunteers will complete the designated sections of EFNEP New Volunteer Educator Skills Training (ENVEST) developed by NC State University in collaboration with NC A&T State University. ENVEST is a blended online and face-to-face training tailored to address the specific knowledge and skills needed by EFNEP volunteers. It includes the following modules: Introduction to ENVEST; Introduction to NC Cooperative Extension; Introduction to EFNEP; Nutrition Basics; Personal Safety; Child Abuse Reporting; Food Safety and Kitchen Safety; Food Preparation; and Curriculum Review and Skill Builders. ENVEST was successfully piloted with NC EFNEP volunteers in 2019. Upon completion of ENVEST, volunteers receive a certificate noting their level of approved engagement and hours of training.

Existing Volunteer Training:

If an educator implements Faithful Families Thriving Communities, there is a requirement to work with Lay Leaders within the faith community to support the program. In addition to ENVEST, Faithful Families Lay Leaders will participate in a training specific to the project. This training is part of the curriculum which has been included as a research-tested intervention in the SNAP-Ed Toolkit. EFNEP professionals or FCS Agents provide this additional training to Lay Leaders. The training provides an overview of the role of the Lay Leader; Lay Leader Responsibilities before, during and after programming; and a Lesson-by-Lesson guide for volunteer involvement. Depending on the agreed upon role, Lay Leaders may receive additional training to lead four lessons from the curriculum independently.

Extension Master Food Volunteer training is a training and certification program developed in North Carolina for volunteers who wish to engage in Extension Volunteer work in support of foods and nutrition programs. The training includes the following content: History of Extension; Programs that Work (evidence-based); Diversity, Inclusion, and Equity; Food Systems including



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Structural Racism and Food Equity; Nutrition 101 (Dietary Guidelines); Cook Smart Eat Smart, cooking curriculum; Cooking Demonstrations; Food Safety; and Food Preservation. The county FCS Agents provide training to all volunteers who wish to participate in the program. Volunteers who wish to serve low-income communities in counties with EFNEP have the option to volunteer with the program in completion of their certification.

Guidelines specific to Student Volunteers/Interns:

NC State University will offer opportunities to undergraduates enrolled in food science, nutrition, FCS, public health, social work and/or other post-secondary related programs who wish to gain community nutrition volunteer experience with EFNEP. Student interns will be recruited to volunteer specifically to assist EFNEP educators with after-school youth outreach and family programming. Volunteer opportunities will be advertised through university programs by location. Volunteer opportunity postings will include job description, training required, and application procedures which will include an approved background check. If a student is seeking course credit, the EFNEP supervising professional, advisor, and student will coordinate the volunteer learning experience to meet the requirements for the course and align with the policy and guidelines for EFNEP Volunteer Engagement.

General (all volunteers):

All volunteers will go through an initial interview process with an EFNEP professional. The professional will check volunteer references using the same procedures they would if hiring a paraprofessional. Volunteers must also agree to a background check as required by university policy. Upon successful completion, volunteers will complete the required volunteer training.

Volunteers will provide their own transportation to and from program site. All volunteers will be expected to adhere to university, organization, and EFNEP policies and guidelines. Standards for professional dress as outlined in EFNEP are expected. Volunteers will log their time on volunteer form provided by EFNEP educator. Volunteers working with EFNEP are expected to demonstrate the following:

- Dependability in providing immediate notice if unable to attend an assigned time.
- Appreciation for the confidential nature of the work.
- Loyalty to the organization, its staff and other volunteers.
- Willingness to comply with requirements, regulations, and procedures.
- Belief in the dignity of all persons and that all deserve genuine warmth, courteous treatment, and tolerance.
- A sincere desire to provide help and assistance to others.

Volunteers can expect the following from EFNEP staff:

- Regarded as a contributing co-worker whose input is welcome and appreciated.
- Selection of a suitable volunteer assignment with consideration for personal preference, life experience, education, employment background, and availability.
- An increased knowledge of the career opportunities present through Cooperative Extension and EFNEP.



- Quality training, supervision, and guidance by EFNEP and/or Extension professional staff.
- Curriculum, teaching equipment and supplies, and participant materials such as handouts and skill builders provided by EFNEP.
- Punctual and complete evaluation to advisor if completing requirements for a course.
- Recognition for their contribution to EFNEP at a local event.

A volunteer may be reassigned if the EFNEP supervising professional and/or volunteer feels the location assignment is not meeting the needs of either the program or the volunteer. A volunteer may be dismissed for failing to meet agreed upon commitment or for breach in professional code of conduct, ethics, and/or policy.



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