

EATON COUNTY YOUTH FAIR LIVESTOCK SUPERINTENDENT JOB DESCRIPTION

Selection of the superintendent shall be made by the Fair Board.

RESPONSIBILITIES:

1. The superintendent may choose one assistant superintendent.
2. Attend pre-fair superintendent meetings, project planning meetings and any other Superintendent meetings.
3. Secure judge for project area for fair week and provide name and address to the fair office, to the attention of Matt Trumble, no later than June 1st.
4. Appoint adults or teens as clerks to assist you with check-in, clerking and show day activities.
5. Be sure barn space is adequate and project display is set up properly for fair week. See that exhibitors keep area clean and attractive.
6. Check in all animals of species, collect necessary paperwork (exhibitor agreements, required health certificates, manure and stall fees, etc.).
7. *Order and pick up the trophies required for your project area. Trophies must have labels that provide the name and address of the donor so the trophy winner can write the thank you letter.*
8. See that all ribbons and trophies are awarded and that the completed records are turned in.
9. Submit a list to the 4-H staff of all champion winners for newspaper articles, include club and town names.
10. Pick up your judge's check at fair office and deliver when job is completed.
11. Assist with any weigh-in and sales, complete sale order and load-out sheets accurately, if applicable. Arrange for load-out and trucking of animals.
12. Be available to members during fair to answer questions and assist when needed.
13. Evaluate your project area. Make judge recommendations for following year. Evaluate your area for improvements/repairs.
14. Hold species meetings and conduct election of specie representatives to 4-H staff.
15. See that exhibitors clean pens/stalls after show and when animals are removed.

Presence Required: Clean up days and fair week. Must be available on show day(s) and part of each day during the fair. This varies according to area. During fair someone should be on the grounds at all times who can handle emergencies, answer questions, etc.

Desirable Skills: Knowledge of livestock and judging procedures as well as the 4-H guidelines required for the project area.

Strongly Recommended: All superintendents are encouraged to work with 4-H staff to arrange or present an educational workshop for 4-H members or leaders in their project area each year.

Resignations: Please place your resignation in writing and send to the fair office.