

## **JOB DESCRIPTION**

### **I. TITLE**

Manager, Washington State 4-H Fair

### **II. RESPONSIBILITY**

Responsible to the Washington State 4-H Fair Board of Trustees and Washington State University Extension.

### **III. DUTIES**

#### **A. PLAN:**

Work with the Board of Trustees, Washington State University Extension State 4-H Youth Staff, 4-H volunteers, and Washington Fair to prepare to conduct the State 4-H Fair. Areas of concern to be coordinated include, but are not limited to information dissemination, safety, facilities preparation, show scheduling, staffing, budgeting, 4-H programming, professional relationships, welfare of 4-H youth, volunteer, and staff professional development.

#### **B. ORGANIZE:**

Take the major responsibility for the coordination of all aspects of the State 4-H Fair, including but not limited to: communications, staffing, orientations, record keeping, scheduling of facilities and activities, security, facilities, preparation, supply procurement, closing facilities, inventory, and storage of supplies and equipment.

Give organizational suggestions and directions to other employees. Delegate tasks as needed to volunteers and staff.

#### **C. STAFF:**

Prepare and maintain job descriptions for key staff and volunteers of the Washington State 4-H Fair.

Make arrangements to interview and hire employees as positions are designated by the Board of Trustees.

Work with 4-H county coordinators, trustees, and superintendents to locate volunteers for the positions necessary to conduct the Washington State 4-H Fair.

#### D. SUPERVISE:

Oversee the activities and work of all staff and volunteers. Supervise the entry of exhibits and exhibitors.

Assure that expectations of the Board of Trustees and Washington State University Extension are addressed in task planning by staff members. Follow WSU Extension policy and Washington State 4-H program policy.

Give direction and orientation as necessary to carry out decisions made. Verify volunteers are properly trained per WSU policy.

#### E. PUBLIC RELATIONS:

Attending all meetings required by Washington State Fair.

Attending all meetings of other organizations as requested by The Board of Trustees or as determined to be valuable for the operation of the Washington State 4-H Fair.

Prepare communication for 4-H or other publications that give an accurate and favorable image of the State 4-H Fair in a timely manner.

#### E. REPRESENT BOARD OF TRUSTEES:

Be the official representative of the Washington State Fair 4-H to Washington State Fair. Represent the Washington State 4-H Fair with appropriate conduct at any meeting of 4-H groups or other organizations.

Act for the State 4-H Board of Trustees in contracting for equipment, supplies construction and services in accordance with the budget adopted by the State 4-H Fair Trustees, and under the direction of the State 4-H Fair Board.

#### F: FINANCES

Complete finance and book keeping tasks as designated and in conjunction with the Treasurer. This may include:

Contracting for equipment, supplies construction and services in accordance with the budget adopted by the State 4-H Fair Trustees, and under the direction of the State 4-H Fair Board.

Maintain necessary records of the financial affairs of the Washington State 4-H Fair Board

Assist with preparation of the yearly budget and reporting.

## G. COMMUNICATIONS

Keep Washington State 4-H Fair Trustees, Washington State University Extension, and Washington State Fair informed of current developments in relation to the Washington State 4-H Fair

Prepare the information within the Premium Book with current WSU guidelines and Washington State 4-H Fairs policies and make updated information available to county extension offices no later than June 1<sup>st</sup> and publish in the next scheduled Tuesday News.

Give input as requested by WSU Extension on other Washington State 4-H Fair-related publications and information.

Update and prepare supplies of reporting forms necessary to the operation of the Washington State 4-H Fair. Supply Volunteers and staff with all project information and judging forms necessary for their superintendents to successfully complete their responsibilities.

Return exhibit and participation information to each county Extension Office at the conclusion of the Fair.

Prepare letters and other communications in a timely manner as necessary to successfully respond to the concerns of exhibitors, county 4-H staff, Extension staff associated with 4-H, parents, and 4-H volunteers.

Schedule and invite Fair Board members to Fairs Commissioners exit conference

## H: SUMMARIZE AND EVALUATE

Be responsible for accurate record keeping of all aspects of the fair, including but not limited to entry forms, reports of fair-time activities from employees and Superintendents of the Washington State 4-H Fair.

Compile accurate and complete information for the Washington State Fairs Commission in a yearly report. Supply accurate information to Including 4-H State program director and Extension administration Extension as requested.

Prepare written and/or oral reports of pertinent information, concerns, and evaluations for the meetings of the Washington State 4-H Fair Board of Trustees.

#### **IV. QUALIFICATIONS**

- A. Individuals must have current working knowledge of Washington State 4-H policies and respective project guidelines
- B. Individual must be able to work independently, following the general directions and policies of the Washington State 4-H Fair Board of Trustees and Washington State University Extension including communications as needed with state 4-H program director.
- C. Individual must be able to relate to various age groups and a wide range of personalities and be able to coordinate the activities of volunteers and professionals in a pleasant and successful working atmosphere.
- D. Individuals must have sufficient physical stamina to maintain long work hours during fair time.
- F. Individual must be available to work more than full time in August and September, full time in October and November, and halftime or more as needed the remainder of the year. The total time equates to approximately 1000 hours per year or half-time.
- G. Individuals must be familiar with State 4-H Fair procedures and expectations of the Washington State Fair.
- H. Individuals must demonstrate efficient management and organizational skills
- I. Individuals must demonstrate the ability to effectively communicate both verbally and in written form that creates respect and a positive atmosphere within the Washington State 4-H Fair organization in a timely manner.
- J. Individual must successfully complete a background check following WSU Extension policies and RCW for working with youth.

- K. Individuals must demonstrate the ability to efficiently and capably use electronic technology in daily work. Individuals must be able to complete all recordkeeping and communications by computer.
- L. Individuals must have a valid Driver's License or adequate means of transportation.