

**GRAYS HARBOR COUNTY FAIR
4-H PROJECT SUPERINTENDENT
JOB DESCRIPTION**

JOB TITLE: 4-H Project Superintendent

DESCRIPTION: Be responsible for a specific project area of exhibits at the G.H. County Fair

DUTIES:

1. Set up your display area. Be sure that it is safe, educational, and attractive.
2. Appoint adults, and/or teens to assist you with check-in, checkout, clerking, herdsmanship, and on show days.
3. Ensure that all ribbons, trophies, and awards are acquired. Arrange for sponsors of trophies and awards prior to deadline for premium book changes. Ensure that all ribbons and awards are given where warranted.
4. Be sure that all placings in your area are properly recorded on entry sheets and totaled on the bottom of each card. Turn into the 4-H Fair Office, completed by 5 p.m. Sunday, last day of Fair. Use this information to coordinate State 4-H Fair participants. If the Superintendent is not able to attend 4-H state Fair, appoint a representative to be a county project coordinator.
5. Assist with the judging contest in your area, i.e., section of classes, animal handlers, volunteers, written and oral reason judges, etc.
6. Submit a list of all special award winners to the 4-H Fair Office for newspapers and radio stations.
7. Ensure that exhibitors keep the area safe, clean, and attractive.
8. Be available to members and leaders during check-in and to the public during fair hours to answer questions or to help whenever needed. Provide an assistant if the Superintendent is unavailable.
9. Evaluate your area and make recommendations. Make recommendations for premium book changes to the 4-H Fair Committee.
10. Assist the 4-H Office and/or Fair Office in selecting and contacting judges.
11. Assign stalls prior to check in day. Be sure that animals have passed veterinary check before they are stalled.
12. Work with Superintendents of other areas to determine herdsmanship judges, and see that judging is completed on a regular basis.
13. Make recommendations to remove sick animals from grounds.
14. Oversee the distribution of shavings, feed, or hay, if applicable.
15. Arrange for animals and judges for round robin contest.

QUALIFICATIONS:

Knowledge of the 4-H program and specific project area.
Knowledge of County and State 4-H policies.
Knowledge of 4-H judging procedures and 4-H guidelines requested for the project area.
Ability to communicate effectively with 4-H members and leaders, extension staff, and fair staff.

RELATIONSHIPS:

Fair Manager and other Fair Office Staff
4-H Fair Committee
Leaders and Exhibitors in Project Area
Extension Staff