

Grays Harbor County Fair 4-H Horse Project Superintendent

Position Title: Grays Harbor County 4-H Horse Superintendent(s)
Gaming Division; Performance Division

Advisor(s): 4-H Youth Development Extension Educator, past superintendents, and other 4-H volunteers

Directly Responsible To: GHC 4-H Horse Council and 4-H Extension Educator

Superintendents will be chosen as follows:

Any person who wishes to become a 4-H Horse Superintendent must submit the Superintendent Application form to the Grays Harbor County WSU Extension Office. The application must be completed and returned to the Extension Office by February 15th of the current year. Qualified Superintendent applicants will be given the opportunity to be interviewed by a panel consisting of members of the 4-H community. Applicants must verbally address the group as to why they want to be superintendent. Nominees will be selected from the interviewing process by ballots that will be counted by WSU Extension staff, and then destroyed. In the case of a tie, the President of the GHC 4-H Horse Council will flip a coin to determine the winner. Once nominees have been selected, they will be presented to the GHC 4-H Horse Council for approval. A final approval must be made by the GHC General Council for the Superintendent position.

Superintendent must have the following qualifications:

1. Involved in 4-H at least two years.
2. Must be at least 18 years of age, and be finished as an active member in 4-H and become a volunteer.
3. Superintendents must have knowledge in horse project area.
4. Must be able to commit to long hours during Fair Week, and Fair Entry Registration.
5. Must be comfortable dealing with large groups of people.
6. Must be able to complete paperwork.
7. Must be able to assist the 4-H Extension Educator with horse project area.
8. Must be comfortable running a show/event and leading a group.
9. Must be organized, and able to work with the GHC Fair Board and GHC Fair Management before, during, and after fair.
10. Must read and agree to uphold GHC 4-H Horse Council bylaws, 4-H and Fair rules and policies, and the code of conduct.

Purpose:

Understand, support and work to create a county fair experience that supports the positive growth and development of each 4-H participant. This position represents the Grays Harbor County 4-H Horse Council and its Bylaws and its mission during the GHC Fair. If the Superintendent needs additional support to make decisions during the GHC Fair, an emergency meeting can be called with Executive Council of the GHC 4-H Horse Council and the 4-H Extension Educator

Brief Description of Duties:

- Responsible for the Horse project at the GHC Fair, specifically the Gaming or Performance Division.
- Must have knowledge of the rules within the designated division ie: gaming/performance
- Responsible for increasing and enriching the positive educational experiences available to 4-H horse exhibitors at the GHC Fair.
- Must have knowledge of the 4-H Horse Contest Guide.
- Make sure that all horse project members are provided with the policies and rules set forth in the current GHC 4-H Fair premium guide.
- Responsible for organizing the cleaning and set-up of the 4-H horse barn for the GHC Fair. Assure that the clean up of each stall has been completed after the completion of the county fair and before the exhibitor is released.
- Responsible for assigning stalls to 4-H horse exhibitors.
- Responsible to provide a check-in sheet to the volunteers for adequately checking in exhibitors as they arrive at the fairgrounds for the GHC Fair. Responsible to collect appropriate health certificates (see current GHC premium guide for current requirements and details).
- Make recommendations to remove sick or injured horses from the fair.
- Responsible for assuring a safe environment for exhibitors, horses and the general public in the barn and arena areas.
- Responsible for the coordination and supervision of volunteers in regards to show set-up as order of show, facilities and supplies are ready, in addition to assuring all volunteer positions are filled (announcer, ring steward, gate keepers, etc.).
- Responsible for coordinating the volunteers and implementing the herdsmanship judging requirements and schedule during the GHC Fair.
- Responsible for overseeing tabulation of results of the horse show and getting them to the 4-H Extension Educator.
- Responsible to work with the GHC County Fairgrounds Management to make arrangements for bedding and the readiness of the horse barns for all horse exhibits.
- Responsible to communicate with 4-H families in the horse project for clarification of rules in regard to the fairground traffic and use during 4-H horse shows and events.
- Responsible to coordinate with the GHC Fair about daily events, arena preparation, manure clean up, stall bedding, etc. required during the Fair.
- Responsible for working with 4-H horse exhibitors on how to answer basic horse care questions posed by the general public during the Fair.
- Arrange for participants from the horse division to participate in the round robin contest.
- Responsible for providing a list of judges for the GHC Fair to be approved by the GHC 4-H Horse Council and then proceed with the hiring process.
- Organize, coordinate State fair project.
- Communicate with State Fair representative to organize county attendance and representation.
- Assign a coordinator for each division and age group attending state fair for leadership purposes.

Requirements:

- Must have successfully completed the Washington State University Volunteer Selection Process.
- Must have knowledge of the 4-H Horse program and its requirements.
- Must be available and provide contact information during the GHC Fair.
- Must be an active member of the GHC 4-H Horse Council.

Positions available: One Superintendent; Gaming Division. One Superintendent; Performance Division

Term: Two year, renewable.