

**WAHKIAKUM COUNTY FAIR
4-H PROJECT SUPERINTENDENT
TIMELINE OF JOB DESCRIPTION**

JOB TITLE: 4-H Project Superintendent

DESCRIPTION: Be responsible for a specific project area of exhibit(s) at the Wahkiakum County Fair

Optional: throughout the year, attend Wahkiakum Fair Board meetings	Second Wed of each month, special meetings will be announced
Highly recommended: Attend 4-H Superintendent, 4-H Leaders Council and Fair committee meetings	Third Tue of each month Leaders Council, ad hoc & special meetings as announced
Submit premium book changes to 4-H Council/4-H office. Include names of sponsors for awards as applicable.	January
Assist 4-H Office and/or Fair office in selecting and contacting judges.	January/February
Gather all ribbons, trophies and awards from Fair office.	Prior to each superintendent's project area show time at Fair.
Animal entries due to Fair office	July 24 (date subject to change each year)
Appoint adults and teens to assist you with check-in, check-out, clerking, herdsmanship and show days.	One to two months prior to Fair
Assign stalls prior to check-in day. Be sure that animals have passed vet check before they are stalled.	Prior to check-in.(For horses, stall assignment before Horse Camp would be preference.)
Set up display area. Be sure that it is safe, educational, and attractive.	Prior to check-in. If display is to be judged – set up is necessary by Monday prior to Fair.
Arrange or assist with the judging contest in your area, i.e. section of classes, animal handlers, volunteers, written and oral reason judges, etc.	Prior to and during fair
Be available during check-in for all members and leaders, to answer questions and help whenever needed.	Check-in day

Be available throughout the fair for members, leaders, and the public. Provide an assistant in charge when Superintendent is unavailable.	From check-in throughout the Fair
Oversee distribution of bedding, and bedding/feed for rabbits and poultry.	Throughout Fair
Superintendent is responsible for identifying sick animals and consulting Fair Manager regarding removing sick animals from grounds.	Throughout Fair
Ensure that your exhibitors keep the area safe, clean and attractive.	Throughout Fair
Arrange for herdsmanship judges, and see that your area is judged on a regular basis. You may work together with other superintendents to share judges/herdsmanship duties.	Throughout Fair
Arrange for animals, contestants, handlers and judges for Round Robin Contest	During Fair (prior to Contest)
Be sure all placings in your area are properly recorded on entry sheets and totaled on the bottom of each card. Turn into the Fair Office by 9pm Saturday of Fair. Please do not take exhibitors cards home.	9pm Saturday of Fair (last day of Fair)
Submit a list of all special award winners to the 4-H Extension Office for media.	Saturday, last day of Fair or up to one week post Fair.
Post notification for State Fair qualifiers/participants. Notify qualifying participants about State Fair meeting.	As soon as possible following your area show/performance.
Evaluate your area and bring recommendations to Fair recap meeting at September Leaders Council Meeting.	Throughout and following Fair

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 required for the project area.
Ability to communicate effectively with 4-H members and leaders, extension staff, and fair staff.

Relationships: Extension Agents and staff
With other 4-H Superintendents
Leaders and Exhibitors in project area
Fair Manager, Fair office staff, and Fair Board, 4-H Extension Agent & Staff, Leaders Council, and Project Committees