

Position: 4-H Superintendents - Animal
Advisor: Extension Staff
Benefits: Develop increased skills in teamwork, leadership and coordination and organization of people and projects. Develop knowledge about fairs, working with youth and adults and customer service.

Major Goals & Responsibilities: See Task List

Skills Needed:

- Understanding of the 4-H Youth Development program.
- Ability to encourage youth and be a positive role model.
- Enrolled in 4-H, including background check completion
- Good organizational skills.
- Ability to work as a team with Fair Officials and Extension Staff.
- Organize and develop teamwork among adults and youth.
- Communicate as a leader to the animal project members, parents, and volunteers via telephone and computer-based technology.
- Conflict resolution skills a must.
- Must be flexible!
- Knowledge of risk management.

Term: 3 years. May be re-appointed.

Time: Fall planning, 8 hours, Spring work parties: approximately 10-20 hours,
Regular Project Meetings (Quarterly or more): 10 hours
Fair: 5 days and additional planning commitment.

Training: Volunteer Leader Training, Kitsap Superintendent School, Extension staff provides orientation and required Superintendent meetings throughout the year.

Office Privileges: Basic Supplies for Fair, Copy Machine

Results Expected: Successful Fair experience based on the mission and policies of 4-H youth development. Establish cooperative efforts and safety, provide an attractive barn/display area, and present a friendly and informational manner with public, 4-H participants and staff.

Measures To Determine

Accomplishment: Successful Fair experience for youth exhibitors. Number of youth exhibitors. Feedback from 4-H Staff, Youth, Club Leaders, Fair Management, and Community.

TASK LIST

Superintendent is responsible for working with volunteers to accomplish the following tasks.

PRIOR TO FAIR:

1. Submit enrollment forms, due to 4-H Office no later than November 1st.
2. Complete Mandatory On-Line trainings, required face-to-face program trainings.
3. Regular attendance at Kitsap County 4-H Council Meetings.
4. Attend Superintendent Meetings and trainings.
5. Submit budget for supplies (i.e., lumber, paint, fan, lights) by **May 1st** for following year.
6. Submit any supplemental budget supply items and changes in judges' payment by December 1 for up coming year.
7. Submit changes to premium book (includes personnel) by November 1.
8. Arrange for judges and notify Fair Office of names and addresses by June 1.
9. Check barns and area; arrange work parties as required (Spring/Summer).
10. Receive entries from the 4-H Office by July 15th.
11. Determine space requirements/negotiate with FFA & Open Class Superintendents.
12. Make sure that stalls have been assigned to each club in space allotted to this division. Mark space with club names.
13. Make out show schedule (if applicable).
14. Determine trophy needs, make sure donors have been acquired and trophies have been ordered (if needed).
15. Strategize how barn will be cleaned with club leaders, youth, and parents. Submit action plan to Extension staff.

ENTRY DAY:

1. Make sure animals are checked in. Note changes or cancellations in entries. Make sure animals were checked by the veterinarian to comply with health regulations. Issue Exhibitor pass(es).
2. Allot pen space as required (by club).
3. Turn emergency cards into 4-H Office.
4. Receive stall cards from 4-H Livestock Office, verify all entries. Have stall cards displayed.
5. Notify exhibitors or/and club leaders of barn rules (post them).
6. Turn in list of clubs, exhibitors, number of herdsman per club and map of barn areas by club to 4-H Herdsmanship Superintendent.
7. Bring questions and potential problems to the attention of the Extension Staff. All 4-H policy questions should be handled by Extension Staff.
8. In case of your absence, delegate your responsibility and notify Extension staff.

9. Turn in entry sheets to the 4-H Office.
10. Brief the club leaders on order of showing so they can help keep the show moving smoothly. Post a copy of the show schedule if possible.
11. Check show-ring procedures prior to show day. Have showing procedure clearly in mind.
12. Enforce 4-H policy and Fair policy.

NOTE: Grievances and complaints will follow fair book policies

SHOW DAY:

1. Pick up ribbons from the 4-H Office.
2. Pick up P.A. system from the Fair Office (first thing).
3. Post schedule of events in barn.
4. Introduce judge and M.C. for show, or delegate.
5. Assign clerks to record placings and present ribbons and other awards.
6. Have judge select eligible state fair entries.
7. Turn in entry forms with placings and premium points recorded to the 4-H Office.
8. Return P.A. equipment.
9. Inventory excess ribbons and return to 4-H Office.
10. Turn in Fair Exhibit Data Form to Superintendent of 4-H Office.
11. Pick up State Fair entry forms from 4-H Office and return prior to end of fair.

BEFORE END OF FAIR:

1. Submit all required forms to 4-H Office.
2. Turn in your Superintendent Notebook to 4-H Office.

Please remember, 4-H Fair is for the exhibitors. Every effort will be made to make this a memorable educational event.

MONDAY FOLLOWING FAIR:

Mucky Monday – All livestock exhibitors are responsible for cleaning up after their project animals. Barns must be cleaned and pressure washed. Schedule your barn cleaning plan in advance of Fair and submit project's action plan to Extension Staff.

Extension programming is available to all without discrimination. Evidence of non-compliance may be reported through your local Extension office.