

Position: 4-H Superintendent – Still Life
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 educational 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 training.
5. Submit budget for supplies (i.e lumber, paint) by **May 1** for following year.
6. Submit any supplemental budget supply items and changes in judges' payment by December 1 for upcoming 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 building, arrange work parties as required. (Spring/Summer).
10. Determine trophy needs, make sure donors have been acquired and trophies have been ordered (if needed).

ENTRY DAY AND JUDGING OF EXHIBITS:

1. Receive exhibits; check for completeness and accuracy of entry tag and form, issue exhibitor pass(es).
2. Pick up ribbons from 4-H Office.
3. If appropriate, conduct 4-H judging contest during the time exhibits are being accepted.
4. Record judges' decisions on individual entry forms, extend points and submit to the 4-H office.
5. Announce results of judging to the public, submit to 4-H office.
6. Display exhibits; make sure name of exhibitor and ribbon can be seen.
7. Complete Fair Exhibit Data Form and submit to the 4-H Office.
8. Inventory Excess Ribbons and return to 4-H Office.
9. Sign up for President's Hall duty during hours of fair. In case of absence, let other Superintendent's know of your contact information.

MONDAY FOLLOWING FAIR:

1. Check out exhibits.
2. Encourage Still – Life exhibitors to assist livestock projects and fair management with after fair clean-up.

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