



## Yamhill County 4-H Fair Junior Superintendent Position Description

**Position Title:** 4-H Fair Junior Superintendent

**Project Area:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Supervision:** Directly responsible to 4-H Youth Development Agent  
Work in partnership with your Adult Superintendent(s)

**Purpose of Position:** Organize activities and assist with the smooth production of the 4-H division of the Yamhill County Fair. Help to insure those fellow exhibitors have a safe and fun, learning experience.

**Benefits of the position:** Fun of working with leaders and members in coordinating one of our premiere 4-H events. An opportunity to enhance and build your leadership, conflict management, communication, public speaking and organizational skills. A chance to partner and build friendships with other youth and adults. Being viewed as a leader and a positive role model.

**Time required:** 6-10 hours prior to fair to attend meetings & review fair book  
8-10 hours prior to fair to prepare materials, set up area  
1 week of county fair – hours vary depending on project area

### **Major duties and/or responsibilities:**

- Serve as a positive role model for other youth.
- Help promote good herdsmanship and/or club cooperation.
- Work in cooperation with your junior and adult superintendents.
- Carry out duties you volunteered for or were assigned.
- Attend all Superintendent meetings possible. If you are unable to attend, please contact another superintendent or the 4-H agent to find out information missed and tasks you may need to do.
- Become familiar with all of the General 4-H Fair Rules and Policies as well as policies and requirements for your particular division.
- Coordinate specific activities for your division, ie. horse fun games, dress-up contests, judging contests, alumni showmanship, flower arranging contest
- Assist any 4-H member as needed, i.e. answer questions, help them understand the judging process, monitor safety, calm nerves, smile
- Assist with preparing your area for fair, which could include:
  - clean up of area in preparation for exhibits
  - oversee workers coming to fair clean-up & set-up day
  - clean up exhibit items, i.e. pens, cages, tables, display boards
  - display items as needed, i.e. gardening, food or clothing exhibits

(Animal Science Only) Oversee the herdsmanship contest for your division, including:

- Help hire or ask who the herdsmanship judge is.
- Share herdsmanship score sheets with respective clubs.
- Post herdsmanship scores, as appropriate for your species.
- Assist with herdsmanship meetings – presenting needed information to members about upcoming shows, safety rules, and proper behavior.

(Home Economics Only) Help in overseeing the judging process of exhibits, including:

- Helping clerk for your judge.
- Help in presenting awards where applicable.
- Make sure all ribbons are attached as recorded on clerk sheets.
- Display exhibits so tags can be easily read.

**Qualifications/requirements of the position:**

- commitment to attend meetings and help in the planning of county fair, especially the specific activities related to your project area
- strong communication skills to be able to relate to other members, leaders and parents (includes good listening skills, giving clear directions)
- good ability to work with others, as demonstrated by their ability to be a team player, follow through, patience & kindness towards others, etc.

I desire to fulfill the role of Yamhill County 4-H Fair Junior Superintendent. I will carry out my duties as set out in this position description and/or as other duties present themselves. I will work in partnership with other youth and adults superintendents and will serve as a positive role model for other youth. If I fail to perform my duties adequately, the 4-H Youth Development Agent has the right and responsibility to ask me to retire my role as junior superintendent and the rights and privileges thereof.

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NAME

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DATE

**Process:**

1. Interest in position is expressed by member or asked of by agent.
2. Superintendent Position Description is read and signed and Superintendent Application is completed and both items are turned in to Extension Office.
3. Agent will follow up with member to determine interests, abilities, and understanding of the position description.
4. 4-H Agent will work with junior and adult superintendents in each division to find the best match for their leadership skills.

Mike Knutz  
OSU Extension  
4-H Youth Development



# Yamhill County 4-H Fair Jr. Superintendent Application

Please complete and return this form with a signed 4-H Superintendent Position Description to the Extension Office by February 15th.

**NAME:** \_\_\_\_\_ **Youth:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **YRS in 4-H:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

Please explain why you are interested in serving as a fair superintendent?

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Please describe the leadership roles you have held within the 4-H program (club, county, state) which have prepared you for this superintendent role?

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What leadership qualities or skills do you bring to this position?

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What do you think the purpose of county fair is, within the context of the 4-H program, and how would you like to help with this purpose?

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1. I want to be a 4-H \_\_\_\_\_superintendent because

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2. State why you would be the best person for the job.

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3. Describe how you would respond in the following situations:

A. It is setup day and a parent has just told you that the superintendent of their specie told them that they would be sharing your barn. This is a surprise to you, since your 4-H Youth Agent had told you that that species would be housed in another barn.

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B. You received a total count on the number of animals expected for your area at the last superintendent's meeting. Now it is the first day of fair, animals and members are arriving, and there are several more than expected. You have no extra pens or panels, and no extra space in your barn.

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C. A parent continues to do the work the 4-H member is expected to do, after you had given them a verbal warning on a previous occasion.

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D. A 4-H member tells you that they observed FFA members and/or FFA advisors doing something that violates the Show Ring Code of Ethics and/or 4-H rules.

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E. A parent comes to you during, or after, your show and begins objecting loudly about how their child, (or child's animal), was placed by the judge.

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