Douglas County 4-H Fair Horse Superintendent Position Description

4-H Fair Superintendents are essential to the Douglas County Fair and the Oregon State University Extension Douglas County 4-H Youth Development program. The 4-H program appreciates you and everything you do as a volunteer. They count on you to represent both 4-H and the Fair in the community as well as help conduct the activities of the Fair to benefit the Fair-going public and 4-H youth exhibitors and 4-H volunteers.

Under the coordinated direction of the OSU Extension 4-H Youth Development Program faculty, 4-H Program Fair coordinator, and 4-H staff, 4-H Superintendents are expected to work collaboratively with FFA and Open Class Superintendents as well as Douglas County Fair Management. 4-H Exhibitors and volunteers must follow the Superintendents direction related to exhibiting and showing exhibits.

Purpose:
To be a positive adult role model to youth and provide a positive learning experience for Fair exhibitors and volunteers in the judging of animal science projects. A successful Superintendent will also promote a positive image of the project areas to the public and effectively coordinate the set-up, judging, display, care, release, and clean-up of the exhibits and exhibit area at the Douglas County Fair. 4-H Fair Superintendents help ensure the Fair is a positive and enjoyable experience for the exhibitors, volunteers, parents, and the general public. Beyond the week of Fair the 4-H Fair Superintendent helps to provide year round education and support to 4-H members and volunteers who exhibit at the Douglas County Fair.

Qualifications:
1. A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of Oregon State University Extension Service and the Douglas County 4-H program.
2. Work closely with fair management, 4-H Extension staff and FFA staff on all issues that may arise concerning but not limited to: child welfare, animal welfare, disciplinary actions, rules, questions, maintenance issues, risk management and safety concerns.
3. Must be age 21 or older with 5 years of experience in the project area and successfully have completed the 4-H volunteer selection process.
4. The ability to work with minimal supervision, but openly communicate with professional staff.
5. Be knowledgeable of current rules and requirements of the project area.
6. The ability to serve as a role model as well as fostering an inclusive environment for youth and adults.
7. The ability to interact with participants, volunteers, parents and the public well and with a focus on positive youth development at all times.
8. The ability to utilize conflict resolution skills.
9. The ability to organize information and materials and delegate responsibility.
10. The ability to accept and follow through with responsibilities.
11. The ability to make decisions in context with existing 4-H policies and with consultation of Extension Educators.
12. Familiarity with the event/species.
13. Superintendent will complete the Douglas County Oregon 4-H Leader Enrollment Form every October 1st as a 4-H resource leader for this specific project area.
14. Superintendent will complete a Criminal History Check every two years.
15. Superintendent will follow and uphold the 4-H Volunteer Appointment Agreement, Code of Conduct and complete the Conditions of Volunteer Service and Assumption of Risk forms and the Official 4-H Health Form annually by January 31st of the 4-H project year.

**General Responsibilities of All Superintendents:**
- Promote and maintain a positive and friendly environment
- Willingness to work cooperatively with others
- Knowledge of the project area to ensure consistency between the project areas, Fair guidelines, judging, and exhibition
- Be responsible for overall organization, coordination and supervision of project areas
- Make sure project guidelines and rules do not discriminate against anyone
- Make sound and fair decisions as needed
- With assistance from the Douglas County OSU Extension faculty and staff, 4-H specie specific committees and overall 4-H and FFA Livestock Superintendents, handle conflict and disagreements in a fair and equitable manner
- Be available to answer questions from exhibitors, parents and volunteers
- Be available for project check-in and check-out of the Fair
- Assist exhibitors (especially younger and newer) throughout the Fair to ensure they have a good experience

**Responsibilities:**
1. Coordinate all activities of project area during Fair week, including veterinarian health check of all exhibits, and secure announcer, clerks, stewards, show secretary, ring stewards and gate help for the shows. Collect all necessary paperwork on entry day.
2. Superintendents can make recommendations to the Extension Office for possible Fair judges.
3. Supervise and update the project area and Fair guidelines with appropriate committees.
4. Coordinate volunteers to complete work needed in the arena(s), barn and/or projects before, during and after the Fair.
5. Manage the overall organization, coordination and supervision of their project area, including developing consistency between project area objectives.
6. Manage conflicts that arise in the project area. When appropriate, educate the questioning person(s) about why decisions were made.
7. Coordinate and assign stalls/pens and tack areas for all 4-H clubs and work with FFA to create barn map schematic and key for pen assignments. Post maps and keys and mark pens by the Thursday before Fair. Ensure that the Extension Office receives the map and key ASAP.
8. Set-up and Clean-up for show(s).
9. Make recommendations to remove sick and unruly animals from your barn and from grounds before or during the Fair.
10. See that exhibitors clean stalls/area during, after and when animals are removed.
11. Ensure all 4-H exhibitors are entered into the appropriate classes for their ability/level and showmanship.
12. Know and follow Fair Premium Book guidelines to make decisions, and questionable care of an animal by an exhibitor.

13. Ensure during shows judging is fair, efficient and orderly. Make sure that the judge has completed all of their paperwork including signing of clerk sheets before they depart after judging assignment has been completed.

14. Obtain all ribbons and awards from the 4-H Award Superintendent & 4-H Fair Office to be distributed during the show with appropriate sponsor Thank You notes. Record all class placings and return to the 4-H Fair Office secretary.

15. Serve on the appropriate 4-H Committees.

16. Know and apply 4-H and Fairgrounds policies and procedures.

17. Participate in ongoing 4-H leadership and educational opportunities throughout the year.

18. Participate in 4-H Project Leader and other appropriate meetings and information provided by Extension Office and 4-H staff and faculty.


20. Provide written notes and instructions on species requirements and practices to the 4-H Staff for recommendation and inclusion in the Fair Premium Book.