



Gratiot County Fair for Youth Superintendent Job Description

Supervision

- Superintendents and assistants are supervised by the Gratiot County Fair for Youth (GCFFY) fair board.

Eligibility

- Knowledge of the project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others. To be team players and have good communication skills.
- Ability to organize a fair event.
- Minimum age is 20 years.
- Superintendents do not have to be registered 4-H leaders; however, they must agree to sign a Code of Conduct and are accountable to follow the same conduct policies that apply to 4-H members and leaders.

Job Summary

- Year-round position with appointment of November 1 to October 31, with most of the responsibilities relating to the GCFFY in July.
- Each superintendent must take part in the pre-fair activities to get their area prepared for fair week.
- Attend pre-fair meetings, committee meetings, judging and showmanship day, as needed during Fair week, and post fair meetings. Plus time necessary to supervise and update the project area and fair guidelines, make fairbook changes, and secure clerks and recommend judges.
- Must be available during the year to answer questions from members and leaders regarding project area guidelines.
- Each Superintendent maybe asked to attend fair board meetings within the fair calendar year (November 1-October 31).

General Requirements/Basic Requirements

- Superintendents need to be familiar with the project area as listed in the Fairbook.
- All superintendents are required to attend superintendent meeting(s)
- The superintendent should be prepared for entry day by finding out the number of entries and planning accordingly.
- Superintendents need to supply the building and grounds committee with a list of what needs to be completed in their barn and/or project areas and a list of materials needed to complete the job (fair board approval is required).
- Superintendents need to coordinate volunteers to complete work that needs to be completed in their barn and/or project area.
- Superintendents are responsible for the overall organization, coordination and supervision of their project area, including developing consistency between project areas objectives and fair exhibition and judging.
- Superintendents (and their committees) are responsible to make sure their project area, guidelines, workshops, publications, etc. do not discriminate against 4-H Members and/or fair exhibitors.

- Attend the pre-fair meetings, post fair meetings, and committee meetings and another required of superintendents or send an appropriate representative.
- Submit all required paperwork on time.
- Monitor fairgrounds facilities used for the project area to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, painted, etc. During Fair, regularly monitor the projects in your project area to be sure all are appropriately displayed for public viewing. Check for cleanliness, care, disease, spoilage, damage, wilting, etc.
- Manage conflicts that arise in the project area.
- Regularly evaluate your job and project area and make improvements as needed.

Requirements for Livestock Superintendents

- Superintendents of goats, rabbits, poultry, pocket pets, dogs, cats will each serve on the Small Animal Committee.
- Superintendents of beef, sheep, swine, feeder, dairy will each serve on the Large Livestock Committee.
- Superintendents of horse will serve on the Horse Developmental Committee.
- Superintendent (or their appropriate representatives) are responsible to coordinate their livestock display area. Assign cages, pens, or stalls, issue back tags for large livestock areas and provide a diagram to illustrate those locations and assignments if necessary. Be present during animal check-in to check for sick, diseased and/or regulations of animals before they are penned.
- Coordinate weigh-in (communication of the Superintendent and assistants need to ensure the proper weights are met) check-in, and pen space allocations for your project area.
- As necessary, assist with auction and sale order, load-outs and trucking of sale animals.
- You as superintendent make the final decision on whether the animal meets the fairbook rules for weight, horns, test papers, etc. Read and understand the fair book rules. If you have a problem and need support; find a fair board member. The fair board meets every morning of the fair; however, it is best if your decision is made at weigh-in not the following day. **FOLLOW THE RULES IN THE FAIRBOOK.**
- Following the last weigh-in you need to divide the exhibitors into weight class and showmanship classes and post them for the exhibitors information (see Deidre for assistance if needed). **POST IN BARN.**
- You may need to break showmanship classes depending on the number of exhibitors. Thus having multiple classes within a division.
- You will need an Announcer for the department for the showmanship and judging. It works best if you get someone from the department who is familiar with how it works and requirements for the department, and have them go over the names so they are pronounced properly. Be ready with your ribbons and trophies.
- You have the authority (use it) to make decisions of what to do in case of a disagreement of where an exhibitor's pen is, responsibility of exhibitor in caring for an animal and show area. In case of emergency there are always fair board members on the grounds - check the schedule for Day Chairman or see Deidre.
- Superintendents of the following project areas (beef, sheep, swine, and feeder) will be supplied a disk to help in getting the sale bill ready for the printers. (*See Deidre in a timely manner for questions and assistance*).
- Take your completed Sale List to the Fair Office. **Check names, weights, and tag numbers.**
- Superintendents must have an individual assisting the photographers during the scheduled time of sale animal pictures (see fairbook for schedule).

- Please check in the office after the pictures have been taken to help make sure when the photo's come back that we put them in the correct order for sale night (the buyers enjoy receiving their photo on sale night).
- Superintendents (or their appropriate representative) need to be present to organize pictures taken by the newspaper on Friday a.m. of Fair week.

Fair Changes

- Review and make notes of changes that may need to be made for the following fair year.
- Consult with exhibitors, 4-H leaders, parents and others for suggestions.
- When making Fairbook changes or guideline changes, the following procedure must be followed:
 - Fair changes should be based on input from exhibitors, 4-H leaders, parents and others in the project area.
 - Fairbook changes should be discussed with the appropriate committee of the project before taking to the fair board.
 - Fairbook changes must be submitted in writing (if possible in a Microsoft Word format and on disk) on or before the first Thursday of February.

Fair Judges and Clerks

- Judges will be presented to Deidre from the Large Livestock Committee, Small Animal Committee, and Horse Developmental Committee on or before January 1.
- Orient your fair judges to their responsibilities and to all project area guidelines and fair book rules, forms, restrictions, judging criteria, class placements, etc. before fair or prior to judging.
- Have your judging area prepared before the judges arrive (trophies, ribbons, table covers, signs, tables, chairs, etc.)
- Greet your judges and clerks at the fair office and lead them to their judging area. Be sure they have all the necessary judging supplies (staplers, pencils, forms, judges sheets, ribbons, tags, etc.). Re-orient judges and clerks to their responsibilities. Review judging and clerking procedures, judging criteria, classes, placements, etc. Be sure judge's sign the judges sheet.
- Encourage judges to take and give comments on their projects when applicable.
- Be sure judges receive their check and meal ticket.

Judging

- Organize appropriate classes, age groups, a sufficient number of judges and clerks, scheduling, judging times, etc. so the judging runs efficiently.
- Be familiar with project materials, fairbook requirements, guidelines, and procedures, judging methods, etc. so that judging is efficient and non-biased. Uphold all rules, resolve grievances, answer questions and handle any project area problems that arise. If it is necessary to bring it to the attention of the fair board and/or Deidre the fair board meets every day of the fair in the morning and the first Thursday of every month (contact Deidre for times and locations).
- Set up and clean up your judging/showing area.
- Arrive at least 30 minutes before judging starts. You are responsible to organize your judging/showing area (tables, chairs, materials, supplies name tags, clipboards, pens, etc.). Be sure judging area is clearly marked with signs that include the division and class names and number (if appropriate).
- Be available at all times to ensure that judging is fair, efficient, and orderly.
- Deliver judging sheets, trophy winner sheets and all other paperwork to the fair office each day of the show or first thing the following day before 10:00 a.m.

Recognitions

- Obtain award sponsors list from Deidre.
- If new award area or areas are created a list of possible sponsors must be submitted to Deidre for sponsorships.
- Make sure thank you notes are written to sponsors even if the trophy or awards are not given.

Apprentice and/or Assistant Superintendent

- Apprentice and/or Assistant Superintendent must be ages 19 and up. The purpose of the position is to introduce individuals to the superintendent position and to assist the Superintendent.
- Apprentice Superintendent assist and are supervised by regular project superintendents; however, they are not permitted to make final project area decisions.

Selection Procedures

- Superintendent position vacancies will be announced in the 4-H Clover Coverage or in GCFFY mailings.

Evaluation

- Each year, the job performance of the superintendent will be evaluated. Members, leaders, parents, judges, clerks and others may submit comments and concerns in writing to the GCFFY fair board.
- Superintendents may be relieved of their responsibilities if there is supporting documentation and the Superintendent Committee and/or the GCFFY fair board is in agreement.



Superintendent Policy Agreement

I _____ agree:

- I have read the job description for this year-round volunteer superintendent position and hereby agree to perform all duties as assigned and serve as the superintendent for this project area.
- I understand that my performance will be evaluated annually and I may be relieved of this position if I fail to perform my duties as assigned.
- I have been given a copy of the job description.
- I am willing to abide by the same conduct policies that apply to Gratiot County 4-H members, leaders and volunteers and I am willing to sign a Code of Conduct.

Superintendent Signature: _____

Superintendent Project Area: _____

Date: _____

Address _____

e-mail _____ Phone(s) _____

Please list Assistant Superintendent(s):

Name _____ Phone _____

Address _____

City _____ State MI Zip Code _____

E-mail _____

Name _____ Phone _____

Address _____

City _____ State MI Zip Code _____

E-mail _____