

**TRI-RIVERS FAIR**  
**4-H ASSISTANT SUPERINTENDENT POSITION DESCRIPTION**

**Responsibilities of Duties:**

- Adult Volunteers must be a Registered Volunteer.
- Assist with Fair clean-up before the fair.
- Superintendent will meet with assistant superintendent to discuss their responsibilities.
- Set-up exhibit area, if needed.
- Check entries verifying exhibitors name, club and class. Check and decide if entry is acceptable and within fair paper guidelines.
- Assist judge during judging, taking notes rather than decision-making.
- Rearrange displays, as necessary.
- Assist 4-H members during release time.
- Assist with clean-up following the judging.
- Provide written suggestions during wrap-up meeting or to 4-H agent.
- Submit a 4-H member's name for Spirit Award to 4-H agent by Saturday, 12:00 p.m., who presented a positive 4-H image: helpful, friendly, courteous, etc. A Spirit Award nomination form can be found in the Superintendent binder or on the stage in the 4-H building.
- If working in the 4-H building:
  - Please mark placing on both sections of card, then tear sections, leaving one section with entry. Return other section with to 4-H fair secretary on stage when judging is completed.
  - Attach entry card to exhibit.
- If working with an Animal Science Division:
  - Line up classes for judging.
  - Assist judge during judging as ring steward.
  - Complete results sheet.
  - Work with Royal Court on distributing ribbons.
  - Assist with Livestock Sale on Saturday.
  - Return Superintendent binder to 4-H fair secretary.

**Skills/Knowledge Needed:**

- Understand rules and guidelines for project area
- Communication skills, verbal and written
- Listening skills
- Ability to work with adults and youth

**Time Required: (tentative, subject to change)**

- Fair Clean-Up - Friday before the fair at 8:00 a.m.
- Livestock - Wednesday of fair from 7:30 a.m. to 1:30 p.m.
- 4-H Building and Livestock scheduled judging time for project division
- 4-H Building - Additional time may be needed for displaying of exhibits.
- Saturday, Livestock Sale, 9:00 a.m.
- Saturday, 4-H Building, 8:00 p.m. exhibits released
- Saturday, Livestock released, 8:00 p.m., or any time Sunday

**Resources Available:**

- Fair rule book
- 4-H project materials
- Fair Board Members
- Fair Employees
- 4-H Agent
- 4-H Program Assistant
- Extension Office Personnel

**Benefits to Volunteer:**

- Opportunity to be part of fair
- Working with youth
- Educational opportunities

**Expectations Resulting from this Position:**

- Fun, educational activity
- Entries correctly entered
- Results correct

**Contact Person(s):**

- Fair Board Members
- Fair Employees
- 4-H Agent
- 4-H Program Assistant
- Project Superintendent