

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

**Please keep this list of duties to refer to during the Tri-Rivers Fair.** If you have any questions regarding the duties listed, please see the 4-H Agent. Thank you for all of your help, in advance!

**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:
  - Have judge complete expense sheet and return to the 4-H fair secretary on the stage.
  - 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:
  - Check animal and animal's health paper at entry time.
  - Pick up Superintendent binder and ribbons from 4-H fair secretary.
  - Divide classes.
  - 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 Animal Science Divisions 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

**TRI-RIVERS FAIR  
4-H BUILDING SUPERINTENDENT DUTIES**

**Prior to Fair: FRIDAY before the fair at 8:00 a.m. – Fair Clean Up**

- Put up signs, put paper on tables, clean showcases.

**Entry Day of Fair:**

- Superintendent will meet with assistant superintendent to discuss their responsibilities. Superintendents are there for entries on Monday from 7:30 a.m. until 3:00 p.m. and on the day of judging from 30 minutes prior to the beginning of judging until the conclusion of judging. Please check the fair paper for entry details for the 4-H Division(s) you will be working with.
- Have fair paper with you. Make judgment decisions according to rules.
- Check each entry card for:
- Exhibitor name
  - Club name
  - Correct class number and name
  - Make sure entire entry card is attached to exhibit.
- Check the fair paper for the number of entries allowed.
- All projects in the 4-H Building require sign-up for judging time on the Sunday prior to the fair.

**Judging Day**

- Superintendent/assistant superintendents are there during judging time.
- Pick up binder with score sheets, ribbons and judges expense sheets from 4-H Fair Secretary on stage.
- Put all exhibits in each class together for judge's inspection.
- Assist judge during judging.
- Mark placings on both sections of card, tear sections and leave attached section with entry
  - Sort all entry cards:
    - Alphabetize by last name and then first name.
    - Paper clip or band whole division together.
  - Return all cards to 4-H Fair Secretary on stage after judging is complete and as soon as division is sorted.
- Put ribbons on all exhibits and display exhibits.
  - Arrange all exhibits for an attractive display. Be sure ribbons and exhibit cards are showing so names can be read.
- Check area periodically for cleanliness and order.
- Watch for vandalism. This might mean monitoring daily.
- The decision of the judge is final.
- Do not influence the judge.
- If there is a question about an exhibit, consult 4-H Staff.
- Be sure the judge completes expense sheet and take to 4-H Fair Secretary on stage, as check will be written and given to judge when judging is completed.
- Return Superintendent binder to the 4-H Fair Secretary on stage.

**Check Out Day: SATURDAY of fair, 8:00 p.m.**

- Assist exhibitors in gathering entries during release time.
- Help clean up area.

**4-H Spirit Award**

- Submit a 4-H member's name to 4-H agent by Saturday, 12:00 p.m. noon from the 4-H Building area who presented a positive 4-H image: helpful, friendly, courteous, etc. A nomination form can be found in the Superintendent Binder or on stage in the 4-H Building.

**TRI-RIVERS FAIR  
4-H ANIMAL SCIENCE SUPERINTENDENT DUTIES**

**Prior to Fair: FRIDAY before the fair at 8:00 a.m. – Fair Clean Up**

**Entry Day of Fair:**

- Be there or be sure assistant superintendents are there for entries from 7:45 a.m.- 12:00 p.m. or appropriate entry time.
- Pick-up Superintendent binder and ribbons from fair office.
- Make sure there is an entry card on all animal exhibits except Beef, Bucket Calf, Dairy Cattle, Dairy Goats, Horse, Sheep, Swine, and Meat Goats.
- Make sure each exhibitor signs a drug withdrawal form for Beef market animals only if they are going to Tyson.
- Superintendents need to be available for check in and weigh in of Animal Science Divisions. Check Tri-Rivers Fair 4-H Judging Schedule for specific times.
- Check livestock for health issues at entry time. Check horses for health and coggin papers.
- Make up classes for market animals as soon as weigh-in is complete. Classes will be divided with help from the Extension staff.

**Judging Day**

- Be there or be sure assistant superintendents are there during judging time.
- Pick up the binder with tabulation sheets, box of ribbons, and judges expense sheets from Fair Office.
- Check that all exhibits are in each class as they come into the ring.
- Assist judge during judging.
- Mark placings on card.
- Work with Queen and King for distributing ribbons.
- Fill out tabulation sheets that categorize placings.
- Complete the Award sheet in the Superintendent binder and return to the 4-H Fair Secretary on stage in the 4-H building (except Beef, Sheep, Meat Goats, Swine).
- All Superintendents for Animal Science Divisions will need to select a First Year Exhibitor Award Recipient, if applicable, and should write the name on the Award Sheet after the show. For Beef, Sheep, Meat Goats, and Swine please see Carol to indicate the recipient of this award.
- Remind exhibitors in Beef, Meat Goats, Sheep, and Swine to report to the Fair Office on Thursday evening at 7:30 p.m. or 30 minutes after the swine show to fill out an Intent to Sell form(s) and/or a form(s) to take livestock home.
- Remind showmanship winners to declare their intent to participate in Round Robin to the 4-H Agent or Round Robin Superintendents by Friday, 10:00 a.m., unless they are in Horse Showmanship.
- Put all cards and ribbons in box and return to the Fair Office.
- Make note of top five in each age division of showmanship in Beef, Dairy Cattle, Dairy Goat, Horse, Meat Goat, Sheep, and Swine and the tag number of animals shown.
- Be sure the judge completes expense sheet and take to 4-H Fair Secretary on stage, as check will be written and given to judge when judging is completed.
- Watch for vandalism and problems; report immediately to Staff.
- The decision of the judge is final.
- Do not influence the judge.
- If there is a question about an exhibit, consult 4-H Staff.
- Return Superintendent binder to the stage in the 4-H Building.

**Round Robin**

- Assist exhibitors in lining up animals and rotating from species to species.
- Assist in ring set-up.
- Assist judge as ring man.
- Assist with clean up.

**Sale Day (Beef, Meat Goats, Sheep, and Swine)**

- Assist exhibitors in lining up their livestock.
- Assist in loading livestock when they are to be loaded, as determined by the Sale Committee.

**Check Out Day**

- Assist exhibitors.

#### **4-H Spirit Award**

- **Submit a 4-H member's name to 4-H agent by Saturday, 12:00 p.m. noon from the Livestock area who presented a positive 4-H image: helpful, friendly, courteous, etc. A nomination form can be found in the Superintendent Binder or on stage in the 4-H Building.**