



## El Paso County Fair Superintendent



**TITLE:** Fair Superintendent

**PRIMARY CONTACT:** 4-H Agent or County Fair Superintendent Liaison

**PURPOSE:** Organize and coordinate the assigned Department and/or Division at El Paso County Fair

**BENEFITS OF THE POSITION:**

- Create a positive culture and experience for 4-H members
- Gain organizational, communication, and motivational skills while strengthening public relations within the 4-H community
- Organize and manage shows
- Monitor barns while maintaining a high standard of ethics set forth by the rulebook

**TIME REQUIRED:**

- Planning and attendance for pre-fair events such as tag ins, weigh ins, and etc
- 2-4 days for pre-fair set up (stalls, ground cleanup day, etc)
- 10 days of fair plus pre-fair communications and post fair follow-up
- 3-5 meetings for pre-event planning and evaluations
- 1 day tear down/clean-up
- 1-2 meetings post-fair for follow-up/wrap agenda items

**TERM:** Annual appointment, and is renewable through application process by the El Paso County Fair Superintendent Selection Committee.

- Volunteers serve at the request of El Paso County and Colorado State University Extension Program. That request can be withdrawn for any reason or no reason at any time.

**QUALIFICATIONS:**

- Be in good standing with the county and 4-H office by following both entities Code of Conduct.
- Strong communication and interpersonal skills
- Ability to organize and keep records.
- Interest and knowledge of assigned project area.
- Interest in youth development, program goals and education as well as furthering and improving the County fair.
- Ability to delegate
- Ability to research and find information
- Ability to motivate, direct and evaluate
- Enthusiasm

- Knowledge of 4-H
- Time to carry out role
- Interest in sharing knowledge and skills
- Ability to work positively with both adults, youth, County Staff and Extension Staff
- Ability to professionally handle conflict

**ACCOUNTABILITY:** Will be held to the El Paso County Fair Board and CSU Extension program as well to the 4-H/FFA members, families and volunteers that participate in the El Paso County Fair.

**TRAINING:**

- Read project requirements for specific area of responsibility
- Demonstrate a strong understanding of the current premium
- Attend the Superintendent Meeting(s)
- Attend appropriate 4-H project area advisory committee meetings
- Attend Fair Board Meetings
- 4-H Agent available for consultation

**EXPECTATIONS:**

- To organize shows, events and exhibit days that run well, with an element of education in the process
- Minimize problems and conflicts and when they do arise to resolve them efficiently, timely and in accordance with the approved rules, policies and procedures which benefits the fair, exhibitors and the integrity of the program while striving for a positive outcome for all involved whenever possible
- Strive to provide a “level playing field” for fair competition that enhances the educational experiences
- Conduct activities in a safe and healthy manner while enforcing the 4-H Code of Conduct and 4-H Policies
- Maintain the standards of the County Fair and 4-H Youth Development Program by conducting oneself in a responsible manner and honoring confidentiality
- Serve as a positive role model and willingly share knowledge with youth 4-H members
- Support group decisions and policies
- Maintain close contact with the Superintendent Liaison for the County Fair and work with the CSU Extension Office and Agents
- To coordinate and work together with other show superintendents to facilitate members that have conflicting shows to ensure the member is able to fully participate with undue stress

**MAJOR DUTIES:**

- Serve as an ambassador for the El Paso County Fair
- Work with 4-H/FFA project area committees to make decisions and for support
- Work with Extension Agent to submit fair book changes to CSU Extension and the County Fair Board
- Coordinate with staff and departments pre-fair events and assist committee in conducting events such as tag-ins
- Recruit volunteers to assist, including: building security, fair set-up and clean up, judging day assistance, clerking, etc.
  - Each superintendent can recruit and appoint at least 1 assistant superintendent
- Read project requirements for specific area of responsibility
- Attend superintendent and/or project committee meetings (if applicable)
- Attend appropriate 4-H project area advisory committee meetings

- Attend Fair Board Meetings
- Attend fair planning and evaluation meetings
- Coordinate area set-up and clean up
- Coordinate award needs and communicate these with the appropriate staff
- Submit judge requests
  - This includes names and number of judges needed by requested deadline.
- Coordinate assistant/volunteer work schedules
- Request supplies far enough in advance that they can be reasonably provided
- Oversee exhibitor check-in and exhibit release.
  - Insure exhibit change notices are complete and each exhibit/exhibitor has an accurate exhibit tag
- Maintain communication with Fair Office and CSU Extension.
  - (Note: Some areas have special needs. Coordinate these special needs with the Fair Office or Superintendent Liaison)
- Submit Ribbon Request Form by May 1.
- Submit copy and signage requests to the CSU Extension Office or the County Fair Office (whichever is appropriate) by June 1. Request photocopy jobs at least two-weeks ahead of time if needed prior to the County Fair. Copy jobs may include tools such as: scoresheets, stall cards, exhibit labels, how-to information, etc.
- Prior to the start of County Fair, pick-up superintendent handbook and ribbons from CSU Extension.
- Communicate with 4-H exhibitors and families on requirements if you have something to announce to help with County Fair preparations. Please submit communication to the CSU Extension Office for distribution and/or to be included in the newsletter. Include CSU Extension on all communication with youth exhibitors and their parents/guardians.
- Arrange for volunteers and judging clerks (if needed)
- Check barns and surrounding area, arrange a work party if necessary to prepare barns for exhibits. Communicate any structural or safety issues to the Fair Staff and include the Superintendent in the communication. Collaborate with fellow Fair Superintendents if barn/building is a shared exhibit/show area.
- CSU Extension Office if applicable will e-mail entries/show sheets for your review or you can pick-up hardcopy animal entries at the office. (4-H club Leaders and parents/guardians are responsible for guiding members in making entry deadlines.) Entry through FairEntry program.

#### **ADDITIONAL ANIMAL SUPERINDENTENT DUTIES:**

- Assign stalls to each 4-H club/exhibitor in space allotted. Mark space with club and/or exhibitor names prior to haul-in.
- Coordinate and supervise weigh-in at the fair
- Coordinate with the Sale Committee Animal Pictures
- Turn-in premium cash request form to the Fair Office to receive cash for awards
- Sale day: Coordinate and work with the sale committee to ensure animals are brought to the sale ring in a timely fashion and in order. Assist sale committee as needed with animal load-out.

#### **ENTRY DAY/HAUL-IN AT FAIR:**

- Collaborate with appropriate committees, other superintendents, volunteers and staff to ensure smooth haul-in and unloading of animals, check-in of exhibits etc. Create a welcoming environment for exhibitors as they arrive. Animal project committees will work with fair superintendents and exhibitors to ensure animals have the proper health paperwork before unloading into the barns.

- Note any changes or “no shows”
- Ensure 4-H members exhibits are in correct pen/stall/space as assigned (by club or individual)
- Conduct an orientation if necessary to notify all exhibitors and families of barn rules, show procedures, and any safety requirements (Sheltering in Place, Evacuation Protocols, and Incident Report Form) Post in the barn for reference or distribute handouts
- Bring questions and potential problems to the attention of the CSU Extension Office representative on duty
- In case of your absence, delegate your responsibility and notify 4-H Office/Information Booth at the Fairgrounds
- Brief the club leaders and parent helpers on order of showing so they can help keep the show moving smoothly. Ask each club to nominate a representative to help with the show
- Check show-ring procedures prior to show day. Have showing procedures clearly in mind

**DAILY:**

- Post and maintain barn/exhibit area hours. If you are unable to open or close the barn/exhibit area ensure one of your assistants are able to.
- Oversee barns/stalls/displays/exhibit areas. Ensure they are cleaned and safe
- Oversee exhibit displays to maximize public appeal
- Enforce County Fair and 4-H Program Policies/Code of Conduct
- Notify exhibitors of scheduled events and post class lists as soon as reasonably possible.
- Notify County Fair Staff/Fair Board and/or CSU Extension Office representative of any potential problems as appropriate.
- Serves as decision-maker for questions and conflicts. In extreme cases please refer to Fair Treatment Policy and Procedure.

**SHOW/EXHIBIT DAY:**

- Post schedule of events in barn
- Greet, orient, and introduce judge
- Recruit and assign clerks to record placing and present ribbons and other awards
- Pick-up premiums and return extra premium money
- Insure judging results and awards paperwork is accurate and submitted to the CSU Extension Office and Fair Office in a timely fashion. Results entered in Fair Entry program. Award selection documentation includes: ribbon placing, special awards that are department specific, state fair selection, awards of excellence, champions, etc.

**END OF FAIR:**

- Return any check-out equipment and supplies to the 4-H Office/Information Booth
- Inventory leftover ribbons and return them to the CSU Extension Office
  - Include a list of future ribbons needed.
- Coordinate and assist with Load-out

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Superintendent Signature

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Date

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CSU 4-H Extension Signature

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Date