



# Boone County Livestock Superintendent Job Description

**PURPOSE:** To organize and supervise judging, exhibits, and educational activities in livestock divisions at Boone County Fair.

## **SUPERINTENDENT RESPONSIBILITIES:**

### Throughout the Year

- Attend committee meetings.
- Be available to **answer questions** from exhibitors, parents, leaders, and Extension staff.
- Become Familiar with 4-H program, its purposes, and goals.
- Work with 4-H Youth Committee representative to clarify any discrepancies in **eligibility** of animals or youth.
- Advise exhibitors in following **health** guidelines.

### Pre-fair

- Secure **judge(s) for show(s)** and inform Extension Office of judge's contact information
- **Help Secure Trophy Donors** including confirming willingness of past donors to continue sponsorship and securing new donors, if needed. Notify Extension staff of trophy style preferences.
- Work with respective livestock committee in suggesting **changes in fair book division** guidelines and/or show procedures. Review and approve final draft of your division's fair book rules by **March 1**.
- Supervise **weigh-ins, testing or tattooing events** held in advance of fair, if applicable.
- Following county fair entry deadline, create stalling report for animals and submit to Extension Office or review class entries for small animals.
- Assist with pre- and post-fair **cleanup** for respective barns, if applicable.
- Secure buyer for livestock, if applicable.

### Fair Days

- Superintendent or a representative needs to be present during livestock arrival and departure times.
- Supervise fair **weigh-in/check-in**, if applicable.
- Work with Extension Staff to **break classes, develop a show bill**, and list animals going through the auction, if applicable.
- **Routinely check barns** for livestock health concerns and contact the designated fair veterinarian, if necessary.
- Support herdsmanship and appropriate animal welfare practices for an attractive public display

### Showday

- Prior to show, get ribbons, trophies, and judging books from the 4-H Office
- During show, designate a committee member to perform each of the following duties:
  - a. Ring Announcer.
  - b. Check 4-H'ers into the ring (gatekeeper)
  - c. Ring helpers
  - d. Record ribbon placings (also be sure to note all no shows or changes)
  - e. Record champion placings for news releases.
- Return notebook to the 4-H Fair Office **promptly** following the show.
- **Orient judge** on day of show. Be sure judge gets refreshments. At conclusion of show, **give judge the check**, which is in the front of the judging book.

## **QUALIFICATIONS OF SUPERINTENDENT:**

- Ability to work with adults and youth.
- Ability to organize and supervise
- Interest in youth and their development and in respective livestock area.

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