



BREMER COUNTY ISU EXTENSION AND OUTREACH

Livestock Superintendent

VOLUNTEER JOB DESCRIPTION

QUALIFICATIONS/SKILLS:

1. Strong leadership skills required.
2. Knowledge of species and previous experience working with youth and 4-H program.
3. Computer literacy required (E-mail and Microsoft Office Products, Excel, Fair Entry). If you are not familiar with these programs seek out assistance from a committee member.
4. Ability to be approved through ISU Extension and Outreach criminal background and driving checks.
5. Ability to lead a team of volunteers and youth effectively.
6. Problem solving skills, organizational skills, and multiple task capabilities.
7. Ability to complete scheduled tasks on time.
8. Effectively communicate with all age groups.

PRIMARY DUTIES:

- Maintain relationships with 4-H members, leaders, Extension staff and the public.
- Planning and organizing the 4-H show and barn (if applicable) at the Bremer County Fair.
- Responsibilities will include, but not limited to: entry form processing, organize livestock stalls, prepare/edit paperwork for shows, determine barn needs and submit to Extension staff or Fair Board member. For example, light switch not working, ties need repaired, etc.
- Insure that necessary materials and supplies (trophies and ribbons) are coordinated with Extension staff.
- Attend pre and post fair meetings to determine job assignments for yourself and committee members.
- Aid with other 4-H and youth activities such as clinics throughout the year. Staff would like to see at least one educational clinic per species each year, for teaching good practices. * aid from County Youth Coordinator.
- All livestock superintendents should wear their polo at weigh-ins, clinics, and on duty when it is practical. Alternate garments are allowed if wearing Superintendent Name tag.



- Become familiar and follow through with the Livestock Book rules and regulations, contributing adjustments and edits that need to be made. *County Youth Coordinator has the final say to all changes.
- Adhere to the rules and regulations of the Volunteer Code of Ethics and Volunteer Handbook.
- Any other related duties deemed necessary by the County Youth Coordinator.
- Work cooperatively with the Bremer County Youth Committee, Bremer County Extension Council, Bremer County Fair board, and other key groups in the community to insure a successful show.
- Represent Iowa State University Extension and Outreach and Bremer County 4-H in a positive manner and serve as a positive role model in the community and to the youth of Bremer County.

REPORTING OF ACTIVITIES:

- The Livestock Superintendent will report to Extension staff - County Youth Coordinator.
- Develop with your committee and submit a post fair summary which addresses what worked and what needs improvement.

Service:

- All Superintendents are appointed for three year terms, due to background and driving check levels. Additional terms may be requested by submitting a written request to the Bremer County ISU Extension and Outreach Youth Committee.

Livestock Area

Volunteer Signature

Date

Email

Phone:

Address

Please Print

County Youth Coordinator Signature

Date

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran. Direct inquiries to the Diversity Officer, 515-294-1482, extdiversity@iastate.edu.

