

East Pottawattamie County 4-H Superintendent Agreement

Non-livestock

This Extension appointed volunteer position serves as a coordinator and supervisor for the assigned 4-H department of the Pottawattamie County Fair.

East Pottawattamie County 4-H Superintendents will serve a one year term running from September 1 – August 31, being appointed each year by the East Pottawattamie County Extension Council. Volunteers wishing to apply should be in agreement with all rules, tasks, and responsibilities.

Purpose: To organize and supervise pre-fair activities, judging, exhibits, and activities in specific divisions at the Pottawattamie County Fair.

Superintendent Responsibilities

Throughout 4-H Year

- Attend pre-fair meetings
- Give suggestions of judges with address and phone number
- Review fair book at beginning of year and suggest changes
- Organize all additional help needed

County Fair

- Work with the County Youth Coordinator to set dates/times for set up prior to fair
- Assist with pre and post fair cleanup for respective areas
- Help to enforce all fair book rules and answer questions to specific to project area
- Attend and supervise project arrivals. Organize all additional help needed.
- Work with County Youth Coordinator to develop a show program
- Routinely check project area for any concerns such as damaged or stolen projects
- Organize and set up judging tables
- Judges Orientation on judging day – welcome, water, meal, pay check
- Complete post-fair evaluation

Qualifications of superintendent

- Ability to work with adults and youth
- Ability to organize and supervise
- Familiarity with 4-H program, its purposes and goals
- Interest in youth and their development in respective livestock area