

# East Pottawattamie County 4-H Superintendent Agreement

## 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. Forms should be completed and returned to the East Pottawattamie County Extension Office by September 1.

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

### Superintendent Responsibilities

#### Throughout 4-H Year

- Attend pre-fair meetings
- Give suggestions of livestock judges with address and phone number
- Review fair book at beginning of year and suggest changes
- Work with the County Youth Coordinator to set pre fair weigh in date
- Attend and supervise pre fair weigh in. Organize all additional help needed

#### County Fair

- Work with the County Youth Coordinator to set livestock stalling assignments prior to fair
- Assist with pre and post fair cleanup for respective barns
- Assist exhibitors in following health guidelines
- Help to enforce all fair book rules and answer questions to specific to project area
- Attend and supervise livestock arrivals and weigh ins. Organize all additional help needed.
- Work with County Youth Coordinator to break classes and develop a show order
- Routinely check barns for any concerns and contact designated fair veterinarian with any health concerns.
- Support Herdsmanship and appropriate animal welfare practices for an attractive public display
- Work with County Youth Coordinator and Fair Board prior to show to ensure show ring (show ring, bleachers, gates, etc.) and all supplies (awards, show orders, tables, chairs, microphone, speakers, etc.) are ready and working.
- Organize and set up show announcer, ring man and person to check exhibitors into the ring
- Judges Orientation on show 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