

East Pottawattamie County Extension and Outreach

Volunteer position: Table Setting Superintendent

Qualifications/Skills

- Ability to organize information and materials, problem solve and multi task
- Ability to work with youth and adults, and volunteers
- Familiar with 4-H program, purpose and goals
- Interest in youth and their development in the project area
- Background screening must be completed every 3-5 years
- Knowledge of beef species and previous experience working with youth and 4-H program
- Strong leadership skills
- Effectively communicate with all age groups

Primary responsibility: Provide planning and management of East Pottawattamie County 4-H Table Setting event members, provide educational opportunities and coordinate 4-H fair activities.

Primary Duties

- Work with County Youth Coordinator to plan and implement Table Setting judging.
- Make recommendations for judges
- Plan and organize event at County Fair. Line up youth to set up.
- Attend pre and post fair evaluation/planning meetings. Make recommendations for changes
- Be familiar with 4-H rules and regulations
- Represent East Pottawattamie County Extension, Iowa State University Extension and Outreach In a positive manner to the youth and community
- Adhere to rules and regulation of Code of Ethics

Responsibilities of Extension staff

- Update fair book and have fair books available to 4-H members/families
- Prepare and send letter of confirmation to judge
- Send news release and fair results to media
- Order ribbons and trophies
- Provide computer support of entries, classes, show bills, etc.
- Provide training, support and resources

Report

- Superintendents will report to County youth coordinator and Extension Council
- Appointments are for 1 year

By signing below, I agree to volunteer as livestock superintendent with a one-year commitment of the above duties.

Superintendent: _____ Date: _____