

**Campbell County Fair
Superintendent
Job Description**

Supervision:

- Superintendents are supervised by Fair Board members and staff.

Eligibility:

- Knowledge of the project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others and enforce the rules as determined by the Fair Board in the Fair Book.
- Organizational skills.

Time Commitment:

- It is a year-round position with appointment of September 1 to August 31, with most of the responsibilities relating to the Campbell County Fair in July/August.
- Superintendents need to be available at all times while their respective project areas are on grounds during Fair, be able to supervise and update the project area and Fair guidelines and make Fair Book changes.
- Superintendents are expected to attend the Pre-Fair meeting and others as needed.
- Superintendent must be available during the year to answer questions from exhibitors and leaders regarding project area guidelines.

Superintendent Duties:

- Superintendents are responsible for the overall organization, coordination and supervision of their project area, including developing consistency between 4-H/FFA project area objectives and fair exhibition and judging.
- Superintendents are responsible to make sure their project area guidelines, workshops, publications, etc. do not discriminate against County Fair Exhibitors.
- Superintendents are responsible to make continual improvements to their project area to ensure its current, relevant, quality, and age-appropriateness, and to make their project interesting, educational and fun for exhibitors and leaders.
- Be knowledgeable about your project area rules and the general rules of the Campbell County Fair.
- Superintendents are required to ensure that there are No Private Treaty Sales allowed during the Campbell County Fair.
- Submit all required paperwork on time.
- Monitor fairground facilities used for the project area to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, painted, etc. Recommend improvements to the Fair Board or Fair Staff. During Fair, regularly monitor the projects in your project area to be sure all are appropriately displayed for public viewing. Check for cleanliness, care, disease, spoilage, damage, wilting, etc.
- Either the superintendent or an appropriate representative should be available during Fair to answer questions, manage conflicts and assist when needed.
- Regularly evaluate your job and project area and make improvements as needed.
- Provide updated information to the Fair office to be posted on the Fair or 4-H website/FaceBook.

Additional Requirements for Livestock Superintendents:

- Superintendents of market goats, rabbits, poultry, beef, sheep, and swine will serve as members of the Youth Livestock Sale Committee.
- Attend Youth Livestock Sale Committee meetings as required; collaborate with committee on check-ins, order of sale, and sale arrangements; perform all other duties as assigned as a committee member.
- Superintendents are responsible to coordinate their livestock display area. Assign cages, pens, or stalls and provide a diagram to illustrate those locations and assignments if necessary. Be present during animal check-in to check for sick or diseased animals before they are penned.
- Coordinate check-in, weigh-in, pen space allocations, and judging for your project area.
- As necessary, assist with the sale; assist with load-outs and trucking of sale animals.
- Livestock Superintendents are required to be present at the Fair during the time that their respective animals are on grounds.

Apprentice Superintendents (optional):

- Apprentice Superintendents must be ages 17 and up. The purpose of the position is to introduce individuals to the superintendent position and to assist the superintendent. Apprenticeship does not imply that the apprentice will automatically become the superintendent should the position become vacant.
- Apprentice Superintendents assist and are supervised by regular project superintendents; however, they are not permitted to make final project area decisions.
- Although having an Apprentice is optional, if a superintendent chooses to have one, the position must be announced and candidates must complete an application and an interview.

Fair Changes:

- Consult with leaders in your project area for their suggestions and report it to the Fair Board.
- Review and make suggestions to your project guidelines and Fair Book text. The Fair Office will make meeting arrangements and mail invitations to project leaders and superintendents to discuss and finalize Fair Book and guideline changes.
- Changes should be based on input from leaders attending the meeting as well as on input from those submitting their changes in writing.
- Confirm all changes with committee members before submitting them to the Fair Office.
- Submit Fair Book text and project guidelines changes in writing to the Fair Office before the deadline the third Tuesday in October.

Fair Judges and Duties:

- Select (if applicable), confirm and prepare your fair judges and clerks. Confirm and prepare additional volunteers as needed.
- The Fair Office will mail a contract and a packet to your judges, explaining your project area, schedule, dates and times.
- **Orient your fair judges** to their responsibilities and to all project area guidelines, forms, age restrictions, **judging criteria**, classes, **placements**, etc. before fair.
- Greet your judges and clerks and lead them to their judging areas. Be sure they have all necessary judging supplies (staplers, pencils, forms, judge's sheets, ribbons, tags, etc.). Re-orient judges and clerks to their responsibilities. Review judging and clerking procedures, judging criteria, classes, placements, etc. Be sure you, the clerk and judges sign the official judge's sheets.
- Encourage judges to interview youth and give written comments on each project when applicable.

Judging:

- Organize appropriate classes, age groups, a sufficient number of judges and clerks, scheduling, judging times, etc. so that judging runs efficiently.
- Be familiar with project materials, Fair Book requirements, guidelines, procedures, judging methods, etc. so that judging is efficient and non-biased. Uphold all rules, resolve grievances, answer questions and handle any project area problems that arise.
- Set up and clean up your judging/showing area.
- Arrive at least 30 minutes before judging starts. You are responsible to organize your judging/showing area (tables, chairs, materials, supplies, name tags, clipboards, pens, etc.). Be sure your judging area is clearly marked with signs that include the division and class names and numbers (if appropriate).
- Collect and organize your awards, ribbons and other recognitions. Check the ribbon box from the Fair Clerk from the Fair Office and be sure it contains everything you and your judges need.
- Be available, at all times, to ensure that judging is fair, efficient, and orderly.
- **DO NOT** add (write in) an exhibitor into a class if they are not already entered.
- Within a division, if the exhibitor entered into the wrong class within that division, the superintendent may make the change with the Fair Office.
- Be sure that all members submitting items to be judged in your project area are registered for the fair class in which they are showing (their name **MUST** be typed on the judge's sheet.) **DO NOT WRITE IN NAMES.** Members are given copies of their Fair Entry forms and should be attached to the project.
- Be sure that all fair, 4-H, FFA, Youth and project area rules are made clear to members, parents and leaders and are followed at all times.
- Be sure that members and their projects are not discriminated against.
- Have available, at your judging area, comment sheets for judges, members and leaders to complete regarding their suggestions for changes or improvements.
- Be sure that all judging books are completed, accurate and submitted to the Fair Office.
- Deliver judges' sheets and special recognition sheets to the Fair Office immediately after judging is completed.
- Judges are NOT permitted to interact with parents, leaders or other adults.

Recognitions:

- Assist in obtaining sponsors and contributions for awards and trophies for your project area. Submit sponsor information to Fair Office by the Fair Book deadline so sponsors can be recognized.
- Arrange the ordering and delivery of all special trophies, ribbons and other recognitions that are required for your project area.
- Return a list of all winners of special trophies, ribbons, certificates and other recognitions that are required for your project area to the Fair Office or Fair Clerks at your show.

Recommendations:

- A superintendent should not be a judge if there is a conflict of interest.
- Encourage youth in your project area to advance in their project area. This includes making specific recommendations during Fair to youth with outstanding projects.

Termination:

- Superintendents must submit a letter of resignation to the Campbell County Fair Board if they plan on resigning/retiring from their position.
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Selection Procedures:

- Superintendent position vacancies will be announced in the 4-H Clover Blast, the Fair Website and Face Book Pages.
- Applications will be accepted at the Fair Office. They will be reviewed by Fair Board and Fair Staff.
- If there are multiple qualified applicants in a given area, the committee may recommend holding interviews for that area. If interviews are held, Fair Board members will make the final selection based on input from the interview attendees.
- In emergency situations, the Fair Board can assign an interim superintendent to serve until a position announcement can be made and a selection committee can make appropriate recommendations.

Evaluation:

- Superintendents will be evaluated yearly at the conclusion of fair. Any concerns or issues will be addressed with the superintendent through an action plan prior to renewal of the position for the following year.