

# BUTLER COUNTY JR. FAIR BOARD JOB DESCRIPTION

POSITION TITLE: Butler County Jr. Fair Board Member

VOLUNTEER TERM: October – September (12 months)  
(Monthly meetings – third Thursday)

GENERAL DESCRIPTION: To plan and conduct Junior Fair activities and events at the Butler County Fair.

RESPONSIBLE TO: Extension Educator, 4-H Youth Development and Senior Fair Board

## **RESPONSIBILITIES:**

1. Attend all meetings of the Junior Fair Board. Attend sub-committee meetings related to your area (example: Family & Consumer Sciences representatives attend 4-H FCS sub-committee meetings; Horse representatives attend 4-H Horse Advisors meetings). **Cannot miss more than 3 meetings.**
2. Know the fair rules and guidelines related to your department and the Junior Fair general rules.
3. Rewrite or correct your department's section of the fair book. Submit for approval to the Fair Board at the February meeting.
4. Review and revise fair entry forms.
5. Fill out the necessary paperwork (class assignments, weigh-in cards, barn assignments, thank you for buying my animal cards, posters, show orders).
6. Announce the classes during the fair; recognize class winners, class sponsors, and necessary announcements to help the show run smoothly.
7. Keep accurate records of class winners; submit results to Junior Fair Office for media.
8. Organize ribbons and trophies for your shows. Solicit for trophy sponsors.
9. Select superintendents to help at the fair.
10. Select Herdsman Award winners at the fair.
11. Assist with pre-judging (Family & Consumer Sciences, Special Interest and Small Animals) and Building Watch. Placing grade ribbons on projects (Family & Consumer Sciences and Special Interest).
12. Assist the Senior Fair Board and Livestock Sale Committee with Junior Fair Livestock Sale, paint numbers on animals, get animals in order, and help with checkout procedure.
13. Must be at fairgrounds on Saturday (move-in day) of fair to help with weigh-in of market animals and Livestock Sale Day (last day of fair).
14. Submit ideas for new programs and activities.
15. Serve on additional committees: Skillathon, Showman of Showmen, King and Queen.
16. Complete Premier Exhibitor Scores.
17. Be **early and prepared** for all time commitments, including meetings, move-in day of fair, all shows and sale day.
18. Oversee barn cleanliness.
19. Each Department is responsible for setting up their barn. This must be done during the week prior to move in day of the fair. Adult Advisors will assist.
20. Offices for Junior Fair Board will include President, Vice President, Secretary and a Community Service Outreach position.
21. Each Department will be assigned another Department to assist during their show with announcements and paperwork.
22. Participate in the 4-H Open House which is held in February of each year assisting with answering questions from potential 4-H families.

## **QUALIFICATIONS:**

1. Minimum age is 14 as of September 1 of the current year.
2. Have experience in a Jr. Fair organization (4-H, FFA, FCCLA, FBY, Grange, Scouts).
3. Possess the ability to work well with adults and youth in a variety of situations.
4. Possess the ability to work and communicate effectively in written and verbal forms.
5. A willingness to become familiar with and work within the philosophy and guidelines of the Butler County Fair.

I have read and agree to terms as outlined above.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)