

**BUTLER COUNTY JR. FAIR BOARD ADULT ADVISOR**  
**Position Description**

**VOLUNTEER CATEGORY:** Adult Volunteer for each Junior Fair Department

**POSITION:** Junior Fair Board Adult Advisor

**VOLUNTEER TERM:** November - September of Current Year  
(Monthly Meetings - 3rd Thursday)

**GENERAL DESCRIPTION:** Serve as the adult leader to a Junior Fair Department. Attend all Junior Fair Board meetings and activities. Help instill pride in the county fair among Junior Fair Board members, Junior Fair participants and adults. Help develop leadership skills in Junior Fair Board members.

**RESPONSIBLE TO:** Junior Fair Coordinator and Senior Fair Board Member in charge of Department.

**RESPONSIBILITIES:**

1. To advise the Junior Fair Board members in your respective departments on rules and guidelines in your department as well as general junior fair guidelines.
2. To advise the Junior Fair Board members as they make suggestions for changes in their respective departments and correcting your department's section of the fair book.
3. To supervise the necessary paperwork prior to the fair, i.e., sale cards, barn assignments, class assignments, "Thank You for Buying My Animal" cards, posters, show orders, and trophy sponsor recognition.
4. To supervise the junior fair classes at the fair. Make sure Junior Fair Board members have their trophies and ribbons at the show; have the Junior Fair Board members and/or superintendents prepare to announce the classes, recognize class winners, recognize class sponsors, and any of the announcements necessary to help the show run smoother.
5. To be available for check in on the Saturday preceding the fair, of all projects. Also on Friday preceding the fair for Special Interest and Family and Consumer Science clubs. Check out on Friday evening or Saturday morning following the fair.
6. Supervise Junior Fair Board in preparation for the Junior Fair Livestock Sale (Market Livestock Departments), paint numbers on animals, get animals in order and help with check out procedure.
7. Help promote Junior Fair activities and events.
8. To respect, adhere to and enforce the rules, policies and guidelines established by the Junior and Senior Fair Boards.

**QUALIFICATIONS:**

1. Be committed to Youth Development.
2. Possess organizational and communication skills.
3. Have experience in the Junior Fair through 4-H and/or FFA
4. Possess the ability to work well with adults and youth in differing situations.