

## **JUNIOR FAIRBOARD VOLUNTEER JOB DESCRIPTION**

**General Purpose:** To ensure the smooth operation of the Warren County Junior Fair

**General Requirements:** Must be 14 years old as of January 1 of the fair year, and a member in good standing of a participating organization recognized by the Warren County Fair.

### Attend:

- ✓ A minimum of five (5) monthly meetings Oct. through May
- ✓ Sub-committee meetings as determined
- ✓ Livestock & Equine Judging; Pre-Fair week project judging (eg. Clothing, Dogs, etc.); General Projects judging; Fair Livestock Weigh-ins
- ✓ Five (5) JFB workdays during the two weeks prior to Fair
- ✓ Two 3-hour JFB Office work shifts during Fair
- ✓ Attend the Post-Fair Evaluation meeting

### Assist with:

- ✓ Sub-committee assigned/project-specific events (record keeping, setting up and handing out awards, announcing, etc.) for Fair events in June & July
- ✓ Supervision of 4-H General Projects Exhibit and JFB Office during Fair
- ✓ Pre-Fair special sub-committee events (weigh-ins, tag-ins, etc.)

**Responsibilities include (but are not limited to):** Solicit trophy award sponsors, organize trophies & ribbons for storage and events, provide assistance at project-specific events as needed, provide accurate information to fair-goers and refer questions to appropriate source. Maintain accurate records of events and inventory of supplies. Assist with sign-in/out procedures at project judging events and display set-up and removal for General Projects. Assist with supervision of JFB office and 4-H Exhibit Hall building. Attend/assist with pre-fair tag-ins, tattooings, weigh-ins, shows, etc. as sub-committee representative.

**All** Junior Fair Board members are to promote the philosophy of education and improvement of skills through fair competition at the Warren County Fair by reading, understanding, and enforcing the general rules, agricultural rules, and specific exhibit rules. All JFB members will be expected to assist Extension Educators, Senior Fair Board members, Senior Superintendents, and other participating youth organization leaders wherever needed.

## **JUNIOR SUPERINTENDENT DESIGNATION**

As head of the designated JFB sub-committee, the Junior Superintendent is required to be present at all events of his/her committee during Fair. It is the Junior Superintendent's responsibility to ensure adequate help is present from his/her committee, and to take leadership in providing support during each event. The Junior Superintendent coordinates supplies and facilitates the records concerning events, prizes, and awards.