

JUNIOR FAIR BOARD VOLUNTEER JOB DESCRIPTION

General Purpose:

To ensure the smooth operation of the Warren County Junior Fair.

General Requirements:

Must be 14 yrs. old as of January 1, and a member in good standing of a participating organization recognized by the Warren County Fair.

Attendance:

- A minimum of five (5) monthly meetings
- Sub-committee meetings as determined
- Five (5) JFB workdays prior to the Warren County Fair
- (2) - 3 hour workshifts in the JFB office during Fair week
- Post-Fair evaluation meeting
- Assistance with:

Assigned events and activities before/during Fair, including weigh-ins, judgings, sales, project check-in/out, registrations, etc.

Supervision of 4-H Exhibit display

Responsibilities (include but are not limited to):

Solicit award sponsors, organize trophies & ribbons for events and storage, provide assistance at events as needed, provide accurate information to fair-goers and refer questions to appropriate sources. Maintain accurate records of events and inventory of supplies. Assist with sign-in/sign-out at judging events and display set-up/removal for General Projects. Assist with supervision of JFB office and 4-H Exhibit Display area. Attend pre-Fair events/activities as sub-committee representative.

Junior Superintendents:

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

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.

WARREN COUNTY JUNIOR FAIR BOARD

STANDARDS OF BEHAVIOR

This Standards of Behavior is an agreement accepted by Warren County Junior Fair Board youth volunteer members who commit to the Warren County Junior Fair program. The Standards shall guide their behavior during their involvement in the Junior Fair Board. A volunteer member's involvement with the Junior Fair Board is a privilege, not a right, and carries with it a responsibility to the organization.

The primary purpose of this Standard of Behavior is to insure the smooth operation of the Junior Fair, and to provide clarity as to what is expected of a Board member. All volunteer members are expected to function within the guidelines provided in the Junior Fair Handbook, Constitution, and Job Descriptions. All volunteer members shall be individuals of personal integrity.

Warren County Junior Fair Board volunteer members will:

- Attend a minimum of 5 monthly meetings*, all sub-committee meetings as determined by the committee and the Post-Fair Evaluation meeting.
- Attend a minimum of 5 Junior Fair Board Workdays prior to the Fair.
- Work (2) three-hour shifts in the Junior Fair Board Office during Fair week.
- Be available and attend assigned sub-committee events for Livestock & Equine judging, pre-Fair week judgings (eg. Clothing, Dogs, Aerospace, General Projects, etc.) and weigh-ins, and assigned Fair week events, shows, sales, judgings, etc.
- 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.
- To assume responsibility and leadership in conducting the activities of the Warren County Junior Fair, including the solicitation of award sponsors for the assigned sub-committees.
- To plan ahead of the Fair for facilities, judges, rules, procedures, and policies in conducting department and Board responsibilities. This is a combined effort of Junior Fair Board, Senior Fair Board, and advisors, and as such, will co-operate with adult advisors of the Board and Departments.
- To conduct themselves in a manner appropriate for their position of responsibility.

***As per the Junior Fair Handbook and Constitution, to remain a Junior Fair Board member, all attendance and participation requirements must be met. As a member, if you cannot attend a meeting (including sub-committee meetings and events), you must notify the Extension Office prior to the meeting date. Only (2) unexcused absences are allowed ("unexcused" includes no notification), and (4) absences total will require the member to be dismissed from the Board per the Senior Advisory Committee.**

I have read and understand all expectations as set forth in the above Standards of Behavior.

Name _____

Date _____

Please return this form with your application.