

VOLUNTEER ROLE DESCRIPTION

Boulder County Fair 4-H Superintendent Animal Divisions

- Purpose:** To provide leadership and guidance to exhibitors showing in department at the 4-H Fair. Maintain and supervise division area during the fair. Ensure judges understand and follow criteria, correct and complete data is recorded, ribbons and plaques are properly awarded.
- Success Criteria:** The exhibitor's animal projects: are entered in the correct classes, kept in 4-H records, receive proper ribbons and awards, remain safe and well displayed. The judges: understand 4-H Show criteria, interact well with the exhibitors, provide a positive learning experience, award appropriate placings and plaques. Animals are well cared for by exhibitors and displayed in stalls attractively for public viewing.
- Time Required:** Time will vary with each Superintendent
Prep. time- approx. 30 hours
Fair time- 15 to 40 hours
Follow-up time- approx. 10 hours
- Responsibilities:**
- Pre-Fair preparations
 - Attend appropriate Superintendent meetings (Animal, Market Sale, Fair Board)
 - Review and request changes to Fairbook general and division rules
 - Review and request changes to Fair schedule
 - Contact judges, send out contacts through fair office and follow up on them
 - Request via letter and collect donations for department, confirm donor list with fair office
 - Verify entries and determine stall assignments
 - Coordinate volunteers to assist with check-in, weigh-in, and show
 - Leadership and guidance to exhibitors in division
 - Pick up department specifics – notebooks, entry tags, exhibitor lists, judging sheets, premium book description, champions worksheet
 - Set up department exhibit area including signs, decorations, table, paper, etc.
 - Set up judging area – tables, pens, judging sheets, etc.
 - Orient judges, assistant judges, and Jr. Superintendents and assist as necessary
 - Check in animals
 - Animal departments – set up weigh-in station and confirm health inspections with designated veterinarian
 - Field division questions from exhibitors and parents
 - Follow through on exhibitor thank yous to donors/sponsors
 - Deliver premiums from Fair office to exhibitors
 - Maintain and supervise area
 - Familiarize self with Fairbook and rules
 - Clean and maintain area
 - Supervise area and check that animals are cared for during fair
 - Record placing results
 - Provide appropriate county ribbons, plaques, and State Fair ribbons
 - Oversee barn clean-up and check out animals at designated time
 - Communicate and coordinate with others to ensure a positive experience
 - Communicate issues and successes with Extension Staff and Fair Office
 - Establish a list of donors/sponsors and report to Fair Office

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- Complete the Department Analysis form for Fair office
- Coordinate plans and expectations with Judges
- Coordinate with Assistant Superintendents, Junior Fair Board and other division Superintendents within the same Barn facility

Target Dates: Fair Clean-up Day
Animal Superintendent meetings (November, May)
Fair Board Meetings (Third Monday of each Month)
Fair week
Fair Evaluation Meeting (August Fair Board meeting)

Resources Available: Support and assistance from: Assistant Superintendent, Junior Fair Board, other division Superintendents, 4-H leaders, parents, members, other volunteers associated with the area and support from County Community Worker, Extension staff, Fair office staff & Fair board members
Boulder County Fairbook
Notes from previous superintendents

Training Opportunities: Unit workshops
Superintendent meetings

Report to: Boulder County Fair Board and 4-H Animal Extension Agent

Contact:	Nicolette Ahrens	Laura Boldt
	4-H Animal Extension Agent	Fair Office Manager
	Boulder County Extension	Boulder County Fair Office
	9595 Nelson Rd, Box B	9595 Nelson Rd, Box B
	Longmont, CO 80501	Longmont, CO 80501
	303-678-6381	303-678-6460
	nahrens@bouldercounty.org	laura.boldt@bouldercountyfair.org

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