



TULARE COUNTY 4-H POSITION DESCRIPTION  
4-H FAIR COORDINATOR



Responsibilities for 4-H Fair:

1. Coordinates with 4-H Staff for all livestock events and activities pertaining to the 4-H Fair and Achievement Days.
2. Coordinates with 4-H and Fairground for required pens, and equipment and schedule for setup and fair days Coordinates through Ag advisory recommendations from animal Department chairs the revision of the 4-H Fair book..
3. Coordinate with all sub-committee chairs that all paperwork, equipment and procedures are in place for health check, showing, livestock auction, animals sold and release of other animals and equipment.
4. Coordinates that all livestock scales are in place and set properly.
5. Is responsible for coordinating release of all livestock and gate monitoring with department chairpersons.
6. Organizes the transportation for market animals that are going for slaughter including resale and slaughter prices.
7. Works with Department chairs and livestock leaders to set pens, sale ring etc.
8. Sees that all livestock pens are properly bedded.
9. Promotes the 4-H Fair and encourages the public to support the 4-H Livestock Auction.
10. Helps to see that all materials for the livestock show are delivered to the Fairgrounds on time.
11. Delegates' responsibilities to other leaders for duties as outlined for the 4-H fair and as needed.

Qualifications Needed:

1. Interest in providing and Educational and quality event for 4-H Members.
2. A sincere interest in young people and desire to help them.
3. Knowledge of the Tulare County 4-H Program and Policies.
4. **Ability to work and get along with a wide range of people.**
5. **Patience, enthusiasm and ability to cooperate with others.**
6. **The ability to see problems and work within the 4-H system to solve them.**
7. **The ability to organize and delegate help when needed.**

Relationships:

1. Work within the framework of the Agriculture Advisory Board.
2. Work with Chairman of Ag. Advisory Board and Youth Advisor in planning 4-H Fair
3. If available, should attend Regional and State Training session related to duties.
4. **Attend 4-H Council and Ag. Advisory Board Meetings to keep current on policy and event changes.**

Time Commitment:

1. Attend 2 hour bi-monthly meetings of the Ag. Advisory Board.
2. Attend 1 to 2 special meetings as needed.
3. Attend 4-H Fair, 4 days hours. If cannot attend all or some of the days, delegates responsibility
4. 4 days during 4-H Fair.
5. Attends training as provided.
6. Attends 4-H Council bi-monthly meeting, 2 hours.