

# 4-H Project Superintendent Job Description

## **Role of Superintendents (Adult):**

Create a supportive learning environment for youth in which their project efforts can be evaluated and displayed.

## **Primary Responsibilities:**

- Work with others to determine a vision for your particular project area.
- Work with Extension Educators to develop trainings, etc. needed for youth and volunteers.
- Serve as a resource to answer 4-Her's questions about the project area during the entire year (not just during the fair).
- Attend the Superintendent Training and Build your Box Meeting in mid July.

## **Prior to County Fair**

- Review the section of the fair book that applies to your project area. Update, revise and/or make changes.
- Review the donors for your area and adjust as necessary.
- Select a county fair judge(s) for your project area.
- Request supplies you need for the fair from the Extension Office.
- Coordinate and assign responsibilities to assistants.

## **During the County Fair**

- Serve as a resource to judge(s) in your project area.
- Circle the ribbon placings on the Judges Call Sheets.
- Be sure the judge selects all special award recipients on the donor award sheets.
- Be sure the judge's voucher is completed and turned in to the 4-H Fair Office.
- Be sure all state fair line-up forms are filled out completely.
- Post state fair line-up in your area.
- Return all forms and supplies to the 4-H Fair Office ASAP after judging.
- Attend and answer questions during the State Fair Meeting for your project area.

## **Non- Livestock Responsibilities**

- - Coordinate set-up in your project area on designated set-up days.
- - Coordinate and assign superintendent responsibilities.
- - Assemble judge's boxes at superintendents meeting.
- - Assist 4-H members on entry day and during the judging process.
- - Clerk for the judges on Non-Livestock Entry Day (Saturday before the fair).
- - Organize display area after all projects are in.
- - Assure check-out of exhibits on Sunday.

## **Specific Livestock Responsibilities**

- - Stall exhibits and put up stall cards.
- - Check animal identification upon arrival.
- - Collect health certificates on each animal.
- - Weigh in market animals (beef, sheep and swine).
- - Determine weight gain classes and post in the barns.
- - Coordinate show
  - Clerks (2or 3)
  - Ring help (as needed for each species area)
  - Staging (2 or 3)
  - Ribbons
  - Set up show ring
- - Obtain commitment from 4-H'ers for livestock sales to livestock company
- - Obtain commitment from 4-H'ers for participation in the Blue Ribbon Auction. Get information to Maxine at the Extension Office ASAP – swine exhibitors immediately after the swine show on Thursday.
- - Recruit and coordinate youth and volunteers to set up for Blue Ribbon Auction.
- - During the auction, assist with the species lineup.
- - Assure that no livestock leaves before release time.

## **Role of Assistants (Youth Leader):**

- To support the superintendents in creating a supportive learning environment for youth in which their project efforts can be evaluated and displayed.
- To develop skills in activity and event management.

**Extension Staff** are available to provide the following resources upon request:

- How to set up a strong leadership structure.
- Create a vision for your project area.
- Provide educational resources (videotapes, project leader materials etc.) from the University of Minnesota
- Expertise on developing quality educational experiences for youth.
- Any other ideas and requests.