



4-H Livestock Superintendent Service Description

PURPOSE:

To provide a positive learning experience for 4-H members and volunteers in the judging of livestock projects, and promoting a positive image of 4-H to the public within the scope of Cornell Cooperative Extension of Sullivan County guidelines.

QUALIFICATIONS:

1. A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of Cornell University cooperative Extension and the Sullivan County 4-H program.
2. The ability to work with minimal supervision, but openly communicate with professional staff.
3. The ability to motivate youth and adults to assume leadership positions.
4. The ability to utilize conflict resolution skills.
5. The ability to organize information and materials and delegate responsibility.
6. The ability to accept and follow through with responsibilities.
7. The ability to make decisions in context with existing 4-H policies and with consultation of Extension Educators.
8. Familiarity with the event
9. Must have successfully completed the 4-H volunteer enrollment process.

RESPONSIBILITIES:

1. Follow all guidelines and policies of Cornell University Cooperative Extension 4-H and the county program and conduct activities in a safe and healthy manner enforcing the code of conduct.
2. Maintain the standards of the 4-H Youth Development Program by conducting oneself in a responsible manner and honoring confidentiality.
3. Serve as role model and willingly share knowledge and involve youth and adults in the program.
4. Maintain close contact with Extension Staff.
5. Use CCE Risk Management strategies in conducting the show.
6. Maintain sensitivity to the individual differences of 4-H members and volunteers such as differences in interest, abilities, personal needs, cultural heritage and family support.
7. Recommend assistant superintendent(s) for your area.
8. Appoint persons to assist you with check-in, monitoring area throughout week, clerking and show day activities.
9. Work with 4-H staff to secure a judge and provide the judge's name, address and telephone number to the 4-H staff no later than 90 days before the Fair.
10. Attend all Superintendent related meetings.
11. Evaluate your project area and make recommendations for improvements, repairs, etc.
12. See that exhibitors keep area clean and attractive during Fair week.
13. Be Available to participants during Fair to answer questions and assist when needed. Participate with 4-H office to assure timely completion of all requirements and solutions to problems as they arise.



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14. Check in in all animals of species;
collect necessary paperwork on entry day.
15. Assign cages, pens or stalls for Fair week.
16. Make recommendations to remove sick livestock from grounds before or during the Fair.
17. Work with Office Staff on show details; number of animals to be shown, order of show.
18. Set up and clean-up for show.
19. See that all ribbons and trophies are ordered and awarded and that all show records are complete and turned back into the 4-H Office upon completion of the show.
20. Pick up your judge's check at the Fair Secretary's Booth and deliver when job is completed.
21. See that load out and removal of all animals is complete. Animals should not leave Fairgrounds before stated times.
22. See that exhibitors clean pens/stalls during, after and when animals are removed.
23. Attend post fair review meetings.
24. Provide written notes and instructions on specific species requirements and practices to the 4-H Staff for recommendation and inclusion in the Fair Book.

Term of Appointment:

One year term renewable upon agreement of volunteer and Extension staff. This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

Presence required:

Clean up days and Fair week. Must be available for pre-Fair Superintendent meeting, show day(s) and part of each day during the Fair. This varies according to area. During Fair someone should be on the grounds at all times who can handle emergencies, answer questions. It is the Superintendent's responsibility to select assistants and committee members so that the project area is adequately staffed.

Desirable skills:

Knowledge of livestock and judging procedures as well as the 4-H guidelines required for the project area.

Strongly recommend:

All Superintendents are encouraged to work with 4-H staff to arrange or present educational workshops and opportunities for 4-H members or leaders in their project area to present to the public each year.

Specific Tasks:

Follow timeline for show provided by 4-H staff which includes organizing, supervising and evaluating the event.