

4-H Superintendent Job Description

This Agent appointed volunteer position serves as coordinator and supervisor for the assigned 4-H department of the Harvey County Fair. All inquiries about Open Class Superintendents should contact the Harvey County Fair Board.

How to Apply:

Submit a written request to the County Extension Agent(s) responsible for the department desired.

Duties Prior to Fair:

1. Read and be familiar with all general rules and the section of the fair book for the department you are supervising.
2. Attend pre and post fair superintendent meetings when held.
3. Assist in obtaining sponsors for awards given in department. Give the list, complete with award/amount donated and contact/thank you information to the Extension Office for records.
4. For livestock departments, superintendents must be present at both the initial weigh in/verification dates and the final weigh-in during the fair.
5. On fair set up day or prior to your department judging, prepare display area and judging area for projects. This includes assistance in obtaining any extra items needed in the department to complete the judging or the project display area.

Duties on Judging Day:

1. Distribute entry tags to exhibitors and check for proper entry of project(s).
2. Review with judges the rules and guidelines which were given to 4-H members. These rules are the ones listed in the official Harvey County 4-H/FFA Fair Book. Judges will have received copies of all rules so this is a review. For department superintendents that have Open classes – they must be familiar with Open class rules also and work with Open Class Superintendent. After instructing the judge about the Harvey County Fair rules, the superintendent should not confer with the judge.
3. During judging: If the judge has questions, then the superintendent will be allowed to approach the judging table. The superintendent is not allowed to sit with the judge. Judge's comments can be heard via a microphone if it is deemed necessary.
4. The superintendent will be in charge of maintaining an orderly judging area.
5. Superintendents will be in charge of crowd control. Parents and bystanders will be allowed close enough to listen to the judge's comments, but will not be permitted to speak to the judge. The 4-H member needs to learn to speak for themselves.

Duties After Judging:

1. See that all results are marked on each entry tag and fill out result sheets enclosed in superintendent packet (use of older teen/junior leaders/junior superintendents is helpful and advised). Ensure all results sheets are filled out completely. Every listed entry must have a placing award listed or a no show marked. Please do not use your own version of a results sheet.
2. The superintendent will help pass out the trophies where used, other awards and stickers and submit final results to the 4-H Fair Extension Office.
3. Return fair packets to the 4-H Fair Extension Office with result sheets filled out as soon as judging is completed. Be sure to include the listing of champions/reserves or any other special award. Leftover awards/stickers need to be returned as well.
4. Have judges fill out expense sheet and return the sheet to the 4-H Fair Extension Office in a timely manner.
5. Supervise maintenance of projects and displays during the fair.
6. Assist with check out of projects at Exhibit Release Time.
7. Take note of recommendations for fair book and give them to the Extension Office. Also provide any feedback you care to share.