

**WAHKIAKUM COUNTY FAIR  
4-H PROJECT SUPERINTENDENT  
JOB DESCRIPTION**

JOB TITLE: 4-H Project Superintendent

DESCRIPTION: Be responsible for a specific project area of exhibits at the Wahkiakum County Fair

DUTIES:

1. Set up your display area. Be sure that it is safe, educational, and attractive.
2. Appoint adults, and/or teens to assist you with check-in, checkout, clerking, herdsmanship, and on show days.
3. Ensure that all ribbons and awards are given where warranted.
4. Be sure that all placings in your area are properly recorded on entry sheets and totaled on the bottom of each card. Turn into the Fair Office, completed by 9pm Saturday, last day of Fair. Use this information to coordinate State 4-H Fair participants.
5. Assist with the judging contest in your area, i.e., section of classes, animal handlers, volunteers, written and oral reason judges, etc.
6. Submit a list of all special award winners to the 4-H Fair Office for newspapers and radio stations.
7. Ensure that exhibitors keep the area safe, clean, and attractive.
8. Be available to members and leaders during check-in and to the public during fair hours to answer questions or to help whenever needed. Provide an assistant if the Superintendent is unavailable.
9. Evaluate your area and make recommendations. Make recommendations for premium book changes to the 4-H Council and Fair Manager.
10. Assist Leaders Council or Fair Office in selecting and contacting judges.
11. Assign stalls/cages prior to check in day. Be sure that animals have passed veterinary check before they are stalled.
12. Work with Superintendents of other areas to determine herdsmanship judges, and see that judging is completed on a regular basis.
13. Make recommendations to remove sick animals from grounds.
14. Oversee the distribution of bedding, feed, or hay, if applicable.
15. Arrange for animals, contestants, handlers and judges for round robin contest.

QUALIFICATIONS:

Knowledge of the 4-H program and specific project area.  
Knowledge of County and State 4-H policies.  
Knowledge of 4-H judging procedures and 4-H guidelines requested for the project area.  
Must possess ability to communicate effectively with 4-H members and leaders, extension staff and fair staff.

RELATIONSHIPS:

Fair Manager and other Fair Office Staff  
Leaders and Exhibitors in Project Area  
Extension Agent & Staff, Leaders Council, Market Sale Committee, Project Committees and Fair Board