

**Crook County Fair  
Superintendent  
Job Description**

**Supervision:**

- Superintendents are supervised by Fair Board members and staff.

**Eligibility:**

- Knowledge of the project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others and enforce the rules as determined by the Fair Board in the Fair Book.
- Organizational skills.

**Time Commitment:**

- It is a year-round position with appointment of September 1 to August 31, with most of the responsibilities relating to the Crook County Fair in July/August.
- Superintendents need to be available at all times while their respective project areas are on grounds during Fair, be able to supervise and update the project area and Fair guidelines and make Fair Book changes.
- Superintendents are expected to attend the Pre-Fair meeting and others as needed.
- Superintendent must be available during the year to answer questions from exhibitors and leaders regarding project area guidelines.

**Superintendent Duties:**

- Superintendents are responsible for the overall organization, coordination and supervision of their project area, including developing consistency between 4-H/FFA project area objectives and fair exhibition and judging.
- Superintendents shall secure assistants and other volunteers to help accept exhibits from exhibitors
- Superintendents are responsible to make sure their project area guidelines, publications, etc. do not discriminate against County Fair Exhibitors.
- Superintendents are responsible to make continual improvements to their project area to ensure its current, relevant, quality, and age-appropriateness
- Be knowledgeable about your project area rules and the general rules of the Crook County Fair.
- Superintendents are required to ensure that there are No Private Treaty Sales allowed during the Crook County Fair.
- Submit all required paperwork on time.
- Monitor fairground facilities used for the project area to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, painted, etc. Recommend improvements to the Fair Board or Fair Staff. During Fair, regularly monitor the projects in your project area to be sure all are appropriately displayed for public viewing. Check for cleanliness, care, disease, spoilage, damage, wilting, etc.
- Either the superintendent or an appropriate representative should be available during Fair to answer questions, manage conflicts and assist when needed.
- Regularly evaluate your job and project area and make improvements as needed.
- Provide updated information to the Fair office to be posted on the Fair or 4-H website/FaceBook.

### **Additional Requirements for Livestock Superintendents:**

- Superintendents of market goats, rabbits, poultry, beef, sheep, and swine will serve as members of the Youth Livestock Committee.
- Attend Youth Livestock Committee meetings as required; collaborate with committee on check-ins, weigh-ins, order of sale, and sale arrangements; perform all other duties as assigned as a committee member.
- Superintendents are responsible to coordinate their livestock display area. Assign cages, pens, or stalls and provide a diagram to illustrate those locations and assignments if necessary. Be present during animal check-in to check for sick or diseased animals before they are penned.
- Coordinate check-in, weigh-in, pen space allocations, judging, and show clerks for your livestock area.
- As necessary, assist with the sale; assist with load-outs and trucking of sale animals.
- Livestock Superintendents are required to be present at the Fair during the time that their respective animals are on grounds.

### **Fair Changes:**

- Consult with leaders in your project area for their suggestions and report it to the Fair Board.
- Review and make suggestions to your project guidelines and Fair Book text. The Fair Office will make meeting arrangements and mail invitations to project leaders and superintendents to discuss and finalize Fair Book and guideline changes.
- Changes should be based on input from leaders attending the meeting as well as on input from those submitting their changes in writing.
- Confirm all changes with committee members before submitting them to the Fair Office.
- Submit Fair Book text and project guidelines changes in writing to the Fair Office before the deadline.

### **Fair Judges and Duties:**

- The Fair Office will mail a contract and a packet to your judges, explaining your project area, schedule, dates and times.
- **Orient your fair judges** to their responsibilities and to all project area guidelines, forms, age restrictions, **judging criteria**, classes, **placements**, etc. before fair.
- Greet your judges and clerks and lead them to their judging areas. Be sure they have all necessary judging supplies (staplers, pencils, forms, judge's sheets, ribbons, tags, etc.). Re-orient judges and clerks to their responsibilities. Review judging and clerking procedures, judging criteria, classes, placements, etc. Be sure you, the clerk and judges sign the official judge's sheets.
- Encourage judges to interview youth and give written comments on each project when applicable.

### **Recognitions:**

- Assist in obtaining sponsors and contributions for awards and trophies for your project area. Submit sponsor information to Fair Office by the Fair Book deadline so sponsors can be recognized.
- Arrange the ordering and delivery of all special trophies, ribbons and other recognitions that are required for your project area through the Fair Office.
- Return a list of all winners of special trophies, ribbons, certificates and other recognitions that are required for your project area to the Fair Office or Fair Clerks at your show.

### **Recommendations:**

- A superintendent cannot be a judge in his/her respective department.
- There will be no overlap in duties for any superintendent working in the static departments, nor overlap in duties for any superintendent working in the livestock departments.

- Encourage youth in your project area to advance in their project area. This includes making specific recommendations during Fair to youth with outstanding projects.
- The superintendent shall meet with the Fair Board prior to making the decision to disqualify an exhibitor for violating rules within their respective department as set forth in the County Fair premium book.

**Termination:**

- Superintendents must submit a letter of resignation to the Crook County Fair Board if they plan on resigning/retiring from their position.

**Worker's Comp:**

- The Crook County Fair Board is required to submit information on all volunteers to the Wyoming Department of Workforce Services. A form will need to be filled out in the Fair Office prior to volunteering at the fair. This includes all assistants and clerks.

**Disclaimer:**

**The above statements describe the general nature, level, and type of work performed by the Superintendents. They are not intended to be an exhaustive list of all responsibilities, demands and skills required. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.**