Darke County Junior Fair Coordinator
Job Description

GENERAL DESCRIPTION

This position is designed to provide support for the Darke County Junior Fair. The Junior Fair Coordinator is required to attend and facilitate all Junior Fairboard meetings, species committee meetings and Senior Fairboard meetings. This individual will oversee and inform all clubs, organizations, advisors, etc of all Junior Fair Committee meetings, dates, times, and locations. The coordinator will work hours as needed to complete the responsibilities listed below, with more hours being required during peak periods such as the annual Darke County Fair. The Coordinator will also: Work cooperatively with the Darke County 4-H Educators, FFA Advisors, other Ohio State University Extension staff, and the leadership of all Junior Fair youth organizations; Work closely with the Junior Fair Board to develop recommendations for all operations of the Junior Fair; Provide support of and a positive attitude toward the objectives of the different Junior Fair youth programs; Work with the Junior Fair Board to develop the Junior Fair portion of the Fair and report directly to the Senior Fairboard; Provide maximum communication with all Junior Fair organizations and participants about Junior Fair rules, deadlines, schedules and operating procedures.

PURPOSE & PRIMARY FOCUS OF POSITION

The Junior Fair Coordinator is responsible for hiring judges, editing the fair book, oversee all Jr Fair entries, and keeping all information in all software programs used by Junior Fair up to date. The Junior Fair Coordinator will also work cooperatively with the OSU-Extension/Darke County Office. The Junior Fair Coordinator will submit the required information to the Fair Office for the annual Ohio Department of Agriculture (Junior Fair Report & Affidavit) and annual Fair Premium reports in accordance with the deadlines. The Junior Fair Coordinator, or an individual jointly agreed upon by the Junior Fair Coordinator and Senior Fairboard, will attend the annual Ohio Fair Managers Convention each January, and also work with Darke County OSU Extension to oversee, review, critique and file the Drug Use Notification Forms (DUNF's) annually. There may be other duties assigned.

ESSENTIAL FUNCTIONS

- Customer Service
- Ability to service clientele in a personable manner, receive and screen incoming calls.
- Mailing (receiving, sorting & outgoing) including regular mail & bulk mailing.
- Computer technology is an integral part of office procedures & will require working with various software programs (i.e., ShoWorks, Microsoft Office Suite, etc.).
- Develop and maintain documents to track judges, exhibitor lists, and class lists.

Other duties include:

- Approve and request the annual Junior Fair contracts (judges, bake-a-rama, revues, etc)
- Order and inventory ribbons, sashes and trophies and invoice and collect payment as required
- Order all necessary annual supplies for Junior Fair (ear tags for Beef, Dairy, Swine departments, stall cards, project cards, envelopes, weigh-in sheets, etc)
- Oversee and coordinate all aspects of the Darke County Junior Fair Board

- Annually edit the Junior Fair portion of the fair book (rule changes, event dates/times, etc)
- Collect all Jr fair registrations and process them
- Inventory and maintain supplies specific to program needs
- Determine all exhibitor eligibility
- Maintain and update the Junior Fair website
- Update, review and approve the Scholarship and Royalty Applications
- Provide all species, departments, advisors, organizations the meeting agendas, minutes and important dates in a timely fashion
- Provide Junior Fair members with information regarding weigh-ins, paperwork & tag info drop off, tattooing, Quality Assurance and Skillathon dates
- Prepare the required presentations for the Quality Assurance programs under the direction of the 4-H Educator
- Assist with the annual PAS State Selection show for horses (State Selection Show in June)
- Accurate and timely input, maintenance, and backup of the data for the online entry programs
- Oversee all aspects of the annual Fair lease agreements
- Oversee, schedule, inform and track all aspects of the Junior Fair Photo ID system and when photo id's can be taken (i.e., county judging, skillathons)
- Annually review, correct, and educate all applicable Junior Fair members regarding online Drug Use Notification Forms
- Organize, approve, and oversee the annual Fair project revues and booth layouts in the Youth Building
- Organize and oversee all aspects of the annual Fair parade (line-up, set flags for the floats, etc)
- Prepare, distribute, and track all name badges for all the advisors
- Attend the Livestock Sale Committee meetings
- Encourage and emphasize the importance of attending Junior Fair Day at the annual Ohio Fair Managers Convention that takes place each January in Columbus OH
- Any other duties assigned

JOB LOCATION / WORKING CONDITIONS

This position is located in the Junior Fair Office at the Darke County Fairgrounds and involves a combination of office work, evening meetings, and community outreach activities. Travel between the Darke County Fairgrounds and the OSU Extension Darke County Office is required to support program operations and events.

QUALIFICATIONS

- Must possess an associate's degree or equivalent professional experience.
- Knowledge relating to showing and entering exhibits at a fair.
- Computer program knowledge including spreadsheets, database, and word processing. Preferably proficient in Microsoft Office programs.
- Ability to create publications including posters, pamphlets, newsletters, etc.
- Ability to work collaboratively with other paid and non-paid individuals; ability to take personal responsibility to help team efforts succeed
- Demonstrate willingness to work within a team dynamic

- Ability to adapt to changes and workplace priorities
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment
- Frequently be able to handle multiple tasks well and be proficient with time management
- Maintain professionalism at all times
- Maintain confidentiality
- Ability to work with the general public.
- Proficiency in typing.
- Ability to follow existing procedures and instructions and to perform in terms of results expected, due dates and the like as well as learn new procedures.
- Effective communication and interpersonal skills.
- Ability to use near vision in order to proofread for spelling, grammar, math and content errors.
- Regular and punctual attendance.
- Valid driver's license.
- Must pass a BCI background check

Per November 4, 2020, meeting Greg Pearson made a motion to adopt the December 2, 2015, Jr Fair Coordinator Motion says we will supply 2 laptop computers that will have all the Jr Fair information stored on them as well as store Fair Entry on them and back the computers up with an external thumb drive that will be stored in the fair office. All equipment that is to be used for this position will be purchased by the Darke County Agriculture Society therefore belonging to the Darke County Agriculture Society. Richard Delk second the motion.
(Motion Passed 11-0)

SALARY

This is a salaried position. The term is December 1st to November 30th annually. The annual salary will be paid at the conclusion of the annual Fair in August. This Agreement shall not render the Junior Fair Coordinator an employee, partner, agent of, or joint venturer with the Darke County Agricultural Society for any purpose. The Junior Fair Coordinator is and will remain an independent contractor in their relationship to the Darke County Agricultural Society. The Darke County Agricultural Society shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The above listed party shall have no claim against the Darke County Agricultural Society hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Junior Fair Coordinator will carry liability insurance relative to any service that is performed for the Darke County Agricultural Society. The laws of the state of Ohio shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The Darke County Agricultural Society retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

This position is subject to the approval of the Darke County Agricultural Society Board of Directors