



## 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 UNH Cooperative Extension guidelines.

**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 other specified in the notice, shall be effective immediately upon receipt.

**Time Required:** May range from 30 to 150 hours depending on duration and size of fair and species. Need to prepare and be present at fair time.

**Accountability:** To work with supervision and direction of the County Extension Educator to organize, coordinate and evaluate the livestock show at the fair. Responsibilities are limited to the scope of the duties defined in this service description. Accountable to County 4-H Extension Staff and/or fair management.

### Responsibilities

- Follow all guidelines and policies of the University of New Hampshire Cooperative Extension 4-H (UNHCE 4-H) and the county program and conduct activities in a safe and healthy manner enforcing the code of conduct.
- Maintain the standards of the 4-H Youth Development Program by conducting oneself in a responsible manner and honoring confidentiality.
- Serve as role model and willingly share knowledge and involve youth and adults in the program.
- Maintain close contact with (Extension staff, county office and supervisor).
- Use UNHCE Risk Management strategies in conducting the show.
- Willingly share knowledge and involve youth and adults in program.
- 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.
- Participate in appropriate volunteer development opportunities.
- Welcome all youth, their families and other volunteers to participate in the program, without regard to race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability and never discriminate on the basis of any of these attributes.

### Specific Tasks

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

## **Qualifications**

- 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 the University of New Hampshire Cooperative Extension and the NH and county 4-H program
- The ability to work with minimal supervision, but openly communicate with professional staff
- The ability to motivate youth and adults to assume leadership positions
- The ability to utilize conflict resolution skills
- The ability to work tactfully and communicate effectively in verbal and written forms
- The ability to organize information and materials and delegate responsibility
- The ability to accept and follow through with responsibilities
- The ability to make decisions in context with existing 4-H policies and with consultation of Extension Educator
- Familiarity with the event
- Must have successfully completed the 4-H enrollment process.

## **Resources available**

- Orientation, training and support from (county, state) UNHCE office and other volunteers
- Fair management and staff
- History files from previous shows and previous show personnel.

## **Benefits**

- Opportunity to learn, practice and improve personal skills
- Personal satisfaction of providing an important service to the program and recognition from the community
- Affiliation with UNH and interaction with professionals and valued volunteers in the field
- Expenses incurred and miles driven are tax deductible for volunteer services to Extension
- Liability protection volunteer service to Extension under RSA 508:17 (see below)
- Opportunity to share enthusiasm for the 4-H Youth Development Program
- Satisfaction from helping others to become involved in a program that is important to you.

## **Evaluation**

- Review with supervisor within 4 weeks of the event
- Maintain and submit necessary reports in a timely manner including: show records, record of volunteer hours and duties performed, ribbon Inventory, evaluation of show and suggestions for future.

## **Success Criteria**

The goals as agreed upon are met as shown by:

- The show was well organized and ran smoothly.
- The satisfaction of most viewers; Fair board and Extension needs are met.

- Livestock exhibits are judged and displayed attractively to benefit the entire fair.

**UNH Cooperative Extension agrees to:**

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for Extension Staff to listen to middle manager's ideas
- Provide appropriate supervision, evaluation and recognition.

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

(See page 4 for Event Timeline)

*Reformatted August 2011*

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## Livestock Superintendent Time Line Specific Tasks

### **6 Month to 1 Year Ahead**

- Confirm that you will be the superintendent.
- Confirm the show dates, dates animals can arrive and be released, and confirm barn space with the fair.
- Complete all rule changes for the premium book or show guidelines. Proofread and submit to the fair or Extension office early in the year.
- Clarify with fair management or the Extension office how much, how, and when the judge will be paid.
- Hire a judge and notify the fair or the Extension office. They will confirm by mail 6-12 months in advance.
- Become familiar with the 4-H and fair policies and procedures. Be sure you understand who is in charge of what. Discuss how various problems will be handled during the event; i.e.: sick animals, youth who are in violation of the rules, etc.
- Fill out fair ribbon inventory at conclusion of fair and give to the 4-H office.

### **3 to 6 Months Ahead**

- Check with the 4-H office or the fair regarding your trophy & ribbon order.
- The 4-H office or the fair will order the ribbons and trophies, show numbers, scorecards, and other items needed for the show.
- Check out your helpers and get them committed to helping you.

### **6 Weeks Ahead Check with the Fair or Your Extension Office**

#### ***They will:***

- Send a copy of the rules and judging guidelines to the judges while reconfirming their assignment as a judge. They will include a map to the show grounds and a parking pass. The judge can meet you one-half hour before the show for a briefing at your show ring.
- Advise the fair or Extension office of any needed travel or lodging arrangements for the judge. The fair will confirm the reservations and take care of any of the judge's needs.

#### ***You will need to:***

- Visit the show grounds and check out your area. Check that your area is in good repair. If renovations of any kind are needed; tell fair management or extension office immediately.
- Confirm with fair management or extension office that you will have the needed P. A. Systems, ribbons, and other items at the show when you need them.
- The fair or extension office will receive exhibitor entries and will be making up the show record keeping books for you. When you get your book, check through for errors and missing paperwork from exhibitors.

### **Show Week**

- Check the barn area. Assign pens or stall areas and label the areas or pens.
- Be there before the participants and animals arrive.
- Facilitate the vet checking the animals prior to unloading for general health.
- Be available to the exhibitors as they arrive and settle in. Answer questions and facilitate a

smooth arrival.

- Check the health and registration papers of animals entered and check youth approval forms. The superintendent determines a youth's or animal's eligibility to participate. Determine if any of your exhibitors are physically or mentally challenged so you can assist them during the fair in some way and so you can alert the judge to any "special" circumstances.
- Make sure the show books are ready for the show.
- Post a show schedule and other important information in an area convenient to the exhibitors. Hold an exhibitors meeting after all of the youth participants have arrived on the grounds; this is a good time to communicate schedules and expectations.
- Make arrangements for judging any special competitions such as Herdsmanship, Leadline, etc.

### **Show Day**

- Make sure everyone knows the show schedule. Posting the schedule prior to show day is a good idea.
- See that the show facility, PA, ribbons, etc. are ready.
- Make sure all exhibitors have their numbers.
- Meet with the judge prior to the start of the show. Fill the judge in on any "special" circumstances regarding the participants or their animals. Clear up any questions the judge might have concerning the rules the fair sent prior to the show.
- Have an announcer for the show. Introduce the judge to the exhibitors and spectators before the show starts. Educate the public throughout the show. It is important to draw fairgoers to the ring and explain what is happening.
- Have a ringmaster to assist the judge in the ring.
- Supervise the show to keep exhibitors and spectators informed, provide assistance to judges, and maintain timeliness of show.

### **After the Show**

- Arrange with fair management or extension office to pay the judge, or confirm with the judge how payment will be made. If the judge is required to sign the show books, have him/her do that at this time.
- Clean up the area around the show ring and return all of the show accessories to the proper place.
- Complete and turn in your show books as soon as possible following the show.
- Remain accessible to the exhibitors until they leave the grounds. Advise the exhibitors how they will receive their premiums.
- Arrange for an orderly departure of exhibitors.
- Clean up the barn area after the exhibitors have left.
- Do ribbon inventory and turn in to 4-H office along with all unused ribbons and trophies.
- Review show and make suggestions for next year.
- Thank your assistants.
- Have a safe trip home

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