



Ingham County 4-H Superintendent



Position Description

Supervision:

4-H superintendents are supervised by 4-H Extension staff.

Eligibility:

- Knowledge of the 4-H project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others.
- Organizational skills.
- All superintendents must complete the MSU Extension Volunteer Selection Process and be a registered 4-H volunteer in 4HOnline.

Time Commitment:

Year-round position with appointment of September 1 to August 31, with the majority of responsibilities relating to the Ingham County Fair in July/August.

Project Committee and Pre-Fair meeting, judging day, as needed during Fair week, and Post Fair meeting or send an appropriate representative. Plus any time necessary to revise and update the project area and fair guidelines, make Fairbook changes, and secure clerks and judges.

Must be available during the year to answer questions from members and leaders regarding project area guidelines.

Attend 50% of the regularly scheduled committee meetings (dogs, and cats) for the committee involving their project: Still Life.

Superintendent Duties During the year:

- Provide at least one project area educational opportunity open to the entire county and separate from fair. Examples: workshops, farm visits, county fieldtrips and tours. Educational opportunities are to be organized in cooperation with the Ingham County MSU Extension 4-H staff or turn in an Educational Opportunity Approval form for staff approval.
- Superintendents are responsible for the overall organization, coordination of their project area, including developing consistency between 4-H project area objectives and fair exhibition and judging.
- Superintendents (and their committees) are responsible to make sure their project area guidelines, workshops, publications, etc. do not discriminate against 4-H members.
- Superintendents (and their committees) are responsible to make continual improvements to their project area to ensure its current relevance, quality, and age-appropriateness, and to make their project interesting, educational and fun for members and leaders.
- Be knowledgeable about Extension publications, skillathon kits, videos and other media related to your project area and encourage members and leaders to use them.
- 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 Fairboard. 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 4-H office to be posted on the 4-H website.

Fair Changes:

- Consult with leaders and youth in your project area for their suggestions at the post fair or end of fair meeting.
- Review and make suggestions to your project guidelines and Fairbook text.
- Changes should be based on input from leaders attending the meeting as well as on input from those submitting their changes in writing.
- Submit fairbook text and project guidelines changes in writing to the Extension Office before the deadline the first Monday in November.

Fair Judges and Duties:

Select, confirm and prepare your fair judges and clerks. Confirm and prepare additional volunteers as needed.

Inform the Fair Office of the names, addresses and phone numbers of your judges and clerks by the date set by the fair office staff (this applies to ALL superintendents). The Fair Office will mail a packet to your judges and send invitations to the superintendents and clerks dinner from your list.

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, judges 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 judges sheets.

Encourage judges to interview youth and give written comments on each project when applicable.

Be sure judges receive their checks and judges and clerks receive their meal tickets from the fair office.

Judging:

Organize appropriate classes, age groups, a sufficient number of judges and clerks, scheduling, judging times, etc. so that judging runs efficiently.

Be familiar with 4-H project materials, Fairbook requirements, guidelines, procedures, judging

methods, etc. so that judging is efficient and non-biased. Uphold all rules, resolve grievances, answer questions and handle any project area problems that arise.

Set up and clean up your judging/showing area.

Arrive at least 30 minutes before judging starts. You are responsible to organize your judging/showing area (tables, chairs, materials, supplies, name tags, clipboards, pens, etc.). Be sure your judging area is clearly marked with signs that include the division and class names and numbers (if appropriate).

Collect and organize your trophies, ribbons and other recognitions. Be sure all recognitions are ordered early enough to arrive on time and are of sufficient quantity. Obtain the ribbon box and be sure it contains everything you and your judges need.

Be available at all times to ensure that judging is fair, efficient, and orderly.

Be sure that all fair, 4-H and project area rules are made clear to members, parents and leaders and are followed at all times.

Be sure that members and their projects are not discriminated against.

Be sure that all forms are completed, accurate and submitted to the appropriate office.

Judges are NOT permitted to interact with parents, leaders or other adults. Judging is a youth opportunity only.

Recognitions:

Obtain sponsors and contributions for awards and trophies for your project area. Submit sponsor information to Extension 4-H Office by the Fairbook deadline so sponsors can be recognized in the Fairbook.

Arrange the ordering and delivery of all special trophies, ribbons and other recognitions that are required for your project area.

Return a list of all winners of special trophies, ribbons, certificates and other recognitions that are required for your project area to the 4H Headquarters.

Recommendations:

A superintendent should not be a judge if there is a conflict of interest.

Encourage youth in your project area to apply for county medals and state project area awards and recognitions. This includes making specific recommendations during Fair to youth with outstanding projects. 4-H youth award packets will be available at the 4-H Office.

Hold at least one Project Area Leaders Meeting annually to review/promote county, state and national workshops, Kettunen Center workshops, Exploration Days, field trip sites, meeting topics and resources for that project area. This can be the same meeting during which fair changes are discussed.

Selection Procedures:

4-H superintendent position vacancies will be announced in the 4-H Cloverleaf newsletter and through a program-wide email.

Applications will be accepted at the MSU Extension 4-H Office. They will be reviewed by 4-H staff and others as invited by 4-H staff.

If there are multiple qualified applicants in a given area, the committee may recommend holding interviews for that area. If interviews are held, 4-H staff will make the final selection based on input from the interview committee. Those invited to attend interviews will be selected by the 4-H staff.

In emergency situations, 4-H Extension staff can assign an interim superintendent to serve until a position announcement can be made and a new superintendent selected.

Evaluation:

In order to continue providing the best quality 4-H programs for the youth of Ingham County, 4-H superintendents will be evaluated yearly at the conclusion of the fair. The evaluation process shall consist of a self-evaluation and any evaluations submitted by 4-H members, parents and other volunteers. Evaluations will be reviewed by 4-H staff. Any concerns or issues will be addressed with the superintendent through an action plan prior to renewal of the position for the following year.

Michigan 4-H Guiding Principles for Positive Youth Development

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
6. Youth recognize, understand and appreciate multiculturalism.
7. Youth grow and contribute as active citizens through service and leadership.

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