

Junior Superintendent Program

Clackamas County 4-H

Position Purpose:

A leadership and service learning opportunity for 4-H members to assist adult superintendents in managing county fair activities. Members will learn skills that prepare them to enter the work-force.

Duties:

1. Assist project superintendent before and during fair. Specific duties will be agreed upon by the junior superintendent and the adult superintendent. These activities may include but are not limited to:
 - Attend Advisory Committee meetings
 - Setting up and taking down facility for fair
 - Running errands around the fairgrounds
 - Creating class schedules
 - Clerking
 - Host/Hostess for exhibit hall
 - Helping run contests or Cloverbud activities
 - Distributing ribbons or premiums
 - Putting up posters and other visuals
 - Assist or manage 4-H demonstrations during the fair
2. Staff the 4-H fair office:
 - Serve at least a 2-hour shift during county fair, or as scheduled at horse fair, or assist with administrative tasks related to Dog Fair.
 - Interact with the public and 4-H participants in a professional way
3. Assist with 4-H Fundraisers during the fair:
 - Sell raffle tickets that support the 4-H Association, support a similar fundraiser at Dog or Horse Fair. The schedule will vary depending on the event, but at least 2 hours of fundraising support is expected.
 - Be positive and enthusiastic when working at fundraisers. You are a representative of 4-H.
4. If you are serving at County Fair, you are expected to attend the All Leader Meeting in May and the July Fair Management Committee meeting. Dog and Horse Junior Superintendents should attend their project's fair entry meetings.

Youth Benefits:

1. Leadership skill development
2. Service hours
3. Team building
4. Communication skills
5. Certificate of Completion (if all programs requirements are met)
6. Junior Superintendent t-shirt
7. Free admission to county fair and general parking pass (if needed)
8. Builds records for further recognition, college or job applications. All Junior Superintendents will be added to the Leadership Development project area.

Fair and Superintendent Benefits:

1. Youth leaders will perform essential volunteer work
2. Visibility of youth in leadership roles at fair
3. Demonstrate effective youth-adult partnerships to others
4. Mentor youth to become future superintendents and fair staff

Eligibility:

Clackamas County 4-H members 4-H age 13-18 (age as of September 1). It is not necessary to be enrolled in the project area in which you apply.

Requirements:

1. Submit the online Application
2. Include the name and contact of an adult mentor we can contact as a reference
3. Complete the Youth Conditions of Volunteer Service
4. Be available during fair time, including set up and clean up times
5. Complete training requirements
6. Be dependable and punctual
7. Communicate effectively with others. Respond to emails and phone calls in a timely manner.
8. Ability to work as a team member
9. Be able to follow directions

Selection Process:

Applications will be reviewed by superintendents in respective project areas. A phone or face-to-face interview may be conducted by the superintendent.

Required Training:

Members must turn in the 4-H Youth Leader Record showing their progress to date. Youth will need to meet with their adult superintendent to set goals, review the times and dates they will be working, and identify the steps needed to meet expectations outlined in the “Duties” above.

Members must also submit their 4-H Youth Leader Advancements. Youth must have completed at least 4 new items during the current 4-H year. Your items can be signed by any approved 4-H leader.

The Extension office will set deadlines and check that the training assignments are complete.

- Youth Leader Record:
<https://extension.oregonstate.edu/sites/default/files/documents/9611/youthleaderrecord.pdf>
- Youth Leader Advancement:
<https://extension.oregonstate.edu/sites/default/files/documents/9611/youthleaderadvancement.pdf>

Supervision:

The junior superintendent is directly responsible to the adult superintendent. After fair, the adult superintendent will rate the job performance of junior superintendent.

The Extension office will oversee the program and track completion requirements.

Tenure:

The fair season, renewable each year (approximately May through August).



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