

Position Title: Hamilton County Community Fair Coordinator.

Time Required: On-going and dependent on county needs, normally includes two evening meetings each month with more work in the summer as fair season approaches.

Specific Responsibilities:

- Attend Community Fair Board Meetings, which occur on XXX each month.
- Attend or send a report to the 4-H Advisory Committee. Meetings are bi-monthly on the even numbered months, on the 1st Wednesday.
- Work in cooperation with the Hamilton County Community Fair to identify opportunities for 4-H engagement including but not limited to shows, exhibitions and displays.
- Work with the Hamilton County Fair to recruit and onboard species superintendents.
- Develop press releases and marketing plans to engage 4-H youth.
- Work cooperatively with the Hamilton County Fair to provide unique experiences to our 4-H youth that can only happen at the Hamilton County Community Fair.
- Work with the Hamilton County Community Fair on Harvest Home Fair satellite events.
- Meet with Club Advisors to explain the difference between the Hamilton County Fair and the Hamilton County Community Fair. Showcase the opportunities for Club Members.
- Follow all OSU Extension and Ohio 4-H Youth Development Policies and Procedures.
- Read Ohio 4-H news and access information from the Ohio 4-H web site to keep members informed of opportunities.
- Participate in volunteer development opportunities annually to stay current and enhance leadership skills.
- Inform members/parents of 4-H guidelines and requirements.

Qualifications and Expectations

- Work with Extension professionals and volunteers to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility and leadership.
- Be dedicated to youth and sensitive to their abilities and needs.
- Effectively organize, delegate, and communicate with other club volunteers.
- Work with minimal supervision from OSU Extension professional staff.
- Be familiar with and work within the philosophy and guidelines of OSU Extension, the Ohio 4-H program and the county 4-H program.
- Maintain legal, ethical, and responsible management of 4-H funds and abide by all IRS 501c3 nonprofit guidelines.

Ohio State University Extension Will:

- Provide training opportunities to assist volunteers to meet needs of members and parents.
- Provide access to educational materials and resources and also provide recognition to volunteers.
- Have professional staff available to consult with and listen to volunteers

Mentor/Supervising Professionals: County and State Extension 4-H Youth Development Professional(s)



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