

Position Title: Hamilton County 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 County Fair Board Meetings, which occur on the 2nd Thursday of each month at 7:30PM, except November in which the yearly meeting for general elections will take place the 2nd Saturday following the close of elections at 4PM. Yearly Election to take place from 1PM to 4PM.
- 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 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 Community Fair to provide unique experiences to our 4-H youth that can only happen at the Hamilton County Fair.
- 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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