



2019-20 MADISON COUNTY JR. FAIR LIVESTOCK COMMITTEE KEY LEADER POSITION DESCRIPTION AND APPLICATION

Due September 1st to the OSU Extension – Madison County Office

TIME REQUIRED:

Attend Key Leader meetings and occasional Junior Fair Board meetings. Support events where Key Leaders provide information on their subject matter and teach at various trainings and clinics. Communicate outside of meetings with Jr. Fair coordinators, Junior Fair Board members of your project area, other adult committee members, and Senior Fair Board representatives.

GENERAL PURPOSE:

- Work with Junior Fair Board, Senior Fair Board, Sales Committee, 4-H Advisory Committee, Master Gardeners, etc. and/or other groups and/or individuals that pertain to specific subject matter.
- Serve as Junior Fair Barn Superintendent for your project area and/or barn
- Develop guidelines and/or programs pertaining to specific subject matter with guidance of the Extension Educator and Jr. Fair Coordinators and Senior Fair Board
- Respond to questions about specific subject matter and provide instructions when appropriate.
- Welcome Jr. Fair exhibitors', parents' and volunteers' ideas, assistance, cooperation, support and attendance at Jr. Fair activities. Encourage exhibitors', parents', and volunteers' interest and participation.
- Follow all guidelines and policies of the Madison County Jr. Fair, Madison County Senior Fair, and the Ohio Department of Agriculture

JR FAIR RELATED RESPONSIBILITIES:

- Serve as Junior Fair Barn Superintendent for your project area.
- Assemble a volunteer team/committee of at least 3 adults for your livestock project area/barn to assist Key Leader with Jr Fair responsibilities.
- Attend project area clinics and weigh in/tagging dates. Be present for project area check in during fair week. Work with Jr Fair Coordinators and Jr Fair Board members to assign animal pens and generate the official show bill.
- Help answer questions and address issues that may arise before, during, and after fair and consult Jr. Fair Coordinators and Senior Fair Board representatives as appropriate
- Work with Jr. Fair Board members assigned to your project area to set up and run livestock shows and track awards.
- Work with Jr Fair Board Coordinators to have a budget for show operation (i.e. trophies, banners, ribbons, etc)
- Provide any fair book revisions to the Jr Fair Board Coordinators by November 15th.
- Assist the OSU Extension Office in the facilitation of skillathons and help recruit volunteers to help facilitate skillathon.
- Assist Jr Fair Board with checking out of animals from barns at end of fair to ensure barns and pens are cleaned by animal owners.

MADISON COUNTY JR. FAIR/SR. FAIR AGREES TO:

- Act as an outlet for information (i.e. help send reminder about clinics, rules, etc.)
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- Have professionals available to consult with Key Leaders on a one-to-one basis.
- Provide opportunities for professionals to listen to Key Leaders' ideas which will help improve the Madison County Jr. Fair program.

TERMS OF APPOINTMENT:

- Key Leaders will serve a one year term that is renewable.
- A term will be from September 1 through August 31 annually.
- A Key Leader application must be completed by those individuals who would be applying to become a new Key Leader. Returning Key Leaders read and sign current position description as it is subject to change. An interview by a committee may be required.
- All specific subject matter areas must be represented at each Key Leader meeting and/or communicate regularly with all parties or the retention of the Key Leader(s) will be evaluated.

Key Leaders dates and deadlines:

Junior Fair Book Revisions	November 15 th
Guidelines and Calendar Dates	November 15 th
Jr. Show budgets/needs due (award count needed)	December 15 th
Steer weigh in	TBD
Project Clinics	TBD
Livestock Judge Recommendations	January 8, 2020
Volunteer list due for Skill-a-thon	April 1, 2020
Goat/Sheep Weigh in and Rabbit Tattooing	TBD – First Saturday in May
Skill-a-thon	June 27 and 30
Madison County Junior Fair	July 5-11, 2020 *Tentative, pending ODA approval

*Subject to change

*Please note: Key Leader Meeting Dates Below:

Wednesday, November 13, 2019	6:30 p.m. – 8:00 p.m.	Meeting (Book changes)
Wednesday, March 4, 2020	6:30 p.m. – 8:00 p.m.	Meeting
Wednesday, May 6, 2020	6:00 p.m. – 7:30 p.m.	Jr. Fair Walk-about
Wednesday July 1, 2020	6:30 p.m. – 8:00 p.m.	Meeting
July 6-10, 2020	All Day	Jr. Fair Workdays
July 5-11, 2020*Tentative	All Day	Madison County Fair

***If returning as key leader, please sign below (you do not need to fill out the rest of the application unless contact information has changed):**

By signing the Key Leader Position Description, I understand my role and the expectations in regards to Madison County Junior Fair and Senior Fair. I agree to the responsibilities listed above. If I cannot fulfill the Key Leader Position, the 4-H Educator, Jr. Fair Coordinators, and Madison County Senior Fair Board reserves the right to reopen it county wide.

Applicant Signature: _____
Date: _____

New Applicants: Please fill out the next 2 pages and keep the above pages for reference

Madison County Livestock Key Leader Application

Personal Information:

Full Name: _____ Date of Birth (MM/DD/YY): _____

Street Address: _____

City/State/Zip: _____ Phone Number (Cell): _____

Email: _____

Occupation: _____

What species are you applying for? Check one or rate order of preference (1=most preferred)

____ Beef ____ Dairy ____ Sheep ____ Goat ____ Equine ____ Dog

____ Poultry ____ Rabbits ____ Swine ____ Alpaca ____ Small Animal

Interest:

Why are you interested in being a key leader for the above species?

What prior experience do you have with the species you are applying for? (I.e. have shown before, raise livestock, kid's show livestock, etc.)

Personal References:

Please list 2 non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects/activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses, phone numbers, and email addresses.

Name: _____ Relationship: _____

Street Address: _____ City, State, Zip: _____

Email: _____ Phone Number: _____

Name: _____ Relationship: _____

Street Address: _____ City, State, Zip: _____

Email: _____ Phone Number: _____

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Applicant Signature: _____ Date: _____

