

DIVISION/SECTION VOLUNTEER ASSISTANT

PURPOSE: Under the supervision of the appropriate Division/Section Superintendent, the Overall Superintendents and the State Fair Coordinator, this position will provide assistance in a particular Division or Section in the 4-H/FFA Department of the Maryland State Fair (MSF).

MAJOR RESPONSIBILITIES

1. Under the supervision of the above Maryland Cooperative Extension (MCE) Staff, this position will have the opportunity to perform a variety of duties, including but not limited to:
 - receipt and release of exhibits, may include helping with weighing and check-in.
 - assisting Judges with ribbons, entering exhibit and/or judging information into a binder and/or computer.
 - lifting/carrying exhibits across short distances and arranging for display, animal handling as appropriate.
 - helping Superintendent coordinate the event or show activities.
2. Become familiar with event and 4-H rules and procedures, including 4-H, emergency procedures and 4-H Behavioral Expectations/Disciplinary Policy and Procedures and Volunteer Expectations. Cooperate with Maryland Cooperative Extension (MCE) faculty, staff and volunteers in enforcing 4-H and event rules and procedures. Cooperate with MSF Staff in enforcing State Fair Rules & Regulations.
3. Promptly report problems to the appropriate Division/Section Superintendent/Overall Superintendent.
4. Other duties as assigned.

QUALIFICATIONS

1. Must be or become familiar with MSF Rules, 4-H/FFA Rules, Division/Section Rules and procedures, including Emergency Procedures and Maryland 4-H Behavioral Expectations and Disciplinary Policy and Procedures. Willingness to adhere to Maryland 4-H Behavioral Expectations.
2. Must have a friendly, respectful demeanor, be enthusiastic about the fair and 4-H. Must be appropriate dressed and maintain a clean and neat appearance at all times while on duty.
3. Must be familiar with the competencies and needs of 4-H-aged youth and be able to interact positively with youth, youth staff, adult staff, volunteers, MCE and MSF faculty and staff and the public. Willing to work impartially with all Exhibitors at the fair.
4. Must provide travel to the fair at own expense.

JOB SITE: Maryland State Fair buildings and facilities.

TIME REQUIREMENTS: Refer to the State Fair Schedule of Events for dates and times of events. Specific time periods will be negotiated between Assistant and Division/Section Superintendent. Where applicable, Assistants will need to make at least a ½ day (4 hour) commitment.

BENEFITS: Opportunity to attend the fair, learn and teach skills and achieve satisfaction in helping others. Refreshments will be provided on days worked.

AFFIRMATIVE ACTION: It is the policy of the University of Maryland, Agricultural Experiment Station and Maryland Cooperative Extension, that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status or disability.

CONTACT: State Fair 4-H Coordinator – Maryland 4-H Center – 301-314-7823 – terp23@umd.edu
Linda Garner 8020 Greenmead Dr.
College Park, MD 20740

By signing below, I, _____, understand and agree to this position description.
(Printed Name of Volunteer)

Volunteer's Signature

Date