

PURPOSE: Under adult supervision, this position provides assistance at the Maryland State Fair (MSF) in one of the 4-H buildings: Animal World, Home Arts Building, Poultry/Rabbit Building.

MAJOR RESPONSIBILITIES

1. Under the supervision of the Building Coordinators, Maryland Cooperative Extension (MCE) Faculty and Volunteers, the appropriate Overall Superintendent, State Fair Coordinator, MSF Management and other adult staff, this position will perform a variety of duties, including but not limited to:
 - receipt, placement, maintenance and release of exhibits, including cleaning, feeding/watering and general care.
 - distributing information to the public about the exhibits and 4-H, including sharing personal 4-H experiences.
 - answering questions from the fair visitors regarding the exhibits and 4-H.
 - helping fair visitors with exhibit handling (*Animal World only*).
 - helping adult staff coordinate building/facility activities.
2. Become familiar with "General State Fair Rules & Regulations", applicable "Division Rules & Regulations", "General 4-H/FFA Rules & Regulations", "Emergency Procedures" and "4-H Behavioral Expectations/Disciplinary Policy & Procedures". Cooperate with MCE faculty, staff and volunteers and MSF Staff in enforcing the rules and procedures. ***Animal World and Poultry Rabbit Building only:*** Become familiar with "Animal Rules & Regulations" and "Health Regulations For Livestock Exhibited In Maryland".
3. Promptly report problems to the supervising adult staff.
4. Complete a time sheet for hours worked and turn in to the Building Coordinator at the end of the fair.
5. Other duties as assigned.

QUALIFICATIONS

1. Must be currently enrolled in the Maryland 4-H Program and be at least 14 years old by August 1, 2008.
2. Must become familiar with the rules, regulations, policies and procedures listed above. Willingness to adhere to Maryland 4-H Behavioral Expectations while performing duties –must sign the "4-H Code of Conduct".
3. Must be physically capable of lifting and moving light to heavy exhibits and objects over short distances. Must be able to climb in and out of exhibit areas. Must be able to climb into/out of animal pens (*Animal World only*).
4. Must provide own transportation to the fair.
5. Must have a friendly, respectful demeanor, be enthusiastic about the fair and 4-H and be able to interact positively with youth, MCE and MSF faculty and staff, volunteers and the public. Must be appropriately dressed and maintain a clean and neat appearance at all times while on duty.

JOB SITE: Maryland State Fair buildings and facilities.

TIME REQUIREMENTS: Must be willing to work a minimum of eight 4-hour shifts (four 4-hour shifts for home arts) from August 20 – September 1, 2008. Must attend a Training Session (Date TBA) at the fair.

BENEFITS: A shift (4-hours) stipend of \$30 to cover misc. costs. Fair admission and Parking on days worked.

AFFIRMATIVE ACTION: To assist with providing opportunities to all eligible persons without regard to race, color, sex, disability, religion, age, or national origin.

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)

Signature

Date