



SUPERINTENDENT & ASSISTANT SUPERINTENDENT ROLE DESCRIPTION

Position Title: Douglas County Fair & Rodeo Superintendent or Assistant Superintendent

Appointment Duration: May - September

Summary of Work:

The Superintendent is a key volunteer role responsible for managing and overseeing a designated department at the Douglas County Fair & Rodeo as an extension of the Fair Board. This position involves providing leadership and guidance to exhibitors, volunteers, and staff, ensuring the area complies with Fair rules and animal welfare standards, and fostering a positive and educational experience. The Superintendent also supervises the department during the Fair, ensuring smooth operations and a successful event for all participants.

Time Commitment:

- Time commitment varies by department from May through September, with a significant commitment required during Fair Week.
- Monthly meetings May – September.

Pre-Fair Responsibilities:

- Review current rules and guidelines for competition, 4-H, and FFA projects.
- Promote correct exhibitor entries and assist in entry monitoring.
- Attend Pre-Fair meetings and train new team members.

Fair Week Responsibilities:

- Ensure animal and exhibitor check-in/out procedures are followed, and livestock is properly housed.
- Oversee the layout and set-up of the area.
- Supervise, clean, and maintain area during the Fair. Monitor fairground facilities used by the Department to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, etc.
- Be available to answer questions, work with and communicate with Assistant Superintendents, other Superintendents, exhibitors, judges, parents, leaders, volunteers, Extension staff, Fairgrounds/County staff, and Fair Board Directors and Associate Members.
- Ensure cage, pen, and stall assignments are fairly assigned.
- Monitor and manage livestock health concerns and work with the Show Management Chair as necessary to promote herdsmanship and animal welfare.
- Oversee cleanliness and safety during the Fair, coordinating with Fair staff as needed.
- Set up the Judging area, support the Judges, and ensure the proper criteria and procedures for the Junior Division/Open Show are being followed.
- Assist as necessary during the show and designate volunteers to perform ringside help and judge orientation.
- Support award distribution, and public interaction during shows.
- Set up and maintain department areas, including signage, decorations, and equipment.
- Assist the Livestock Sale Committee with livestock sale logistics for specific department.

Administrative Responsibilities:

- Ensure exhibitors' projects are correctly entered into the appropriate classes before the Fair.
- Ensure accuracy and submit final records, project placements, ribbons, awards, and sale lists, and submit to the Fair Office.
- Attend Show Management meetings and post-fair evaluations and provide feedback for improvements.

Other Duties:

- Perform additional tasks as required during the event.



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Minimum Qualification Requirements:

- Must be enrolled annually as a 4-H Volunteer Leader in 4-H Online.
- Superintendents are approved annually by the Douglas County Fair Board through the selection process and are supervised by the Fair Board with input from the Fair Office and Show Management Chair(s).

Knowledge, Skills, and Abilities:

- Strong communication skills, both with youth and adults.
- Excellent organizational skills to manage department activities during the Fair.
- Ability to work cooperatively with others and execute the Fair Board's mission and goals.
- Passion for youth development and supporting exhibitors within the department.

Target Dates:

- Show Management Committee Meetings/Individual Superintendent Meetings
- Pre-Fair Superintendent meeting
- Fair Clean-up/Setup Day (Work Day)
- Fair week
- Recap meetings, post-fair evaluation meetings

Resources Available:

- Support and assistance from the Assistant Superintendent and other volunteers associated with the area, community, Extension Staff, Fair Staff, Fair Board Directors, Officers, and others.
- Douglas County Fair & Rodeo Competition Rules
- Colorado 4-H Resource Book
- Superintendent Books Provided During the Fair
- Notes from previous superintendents

Training Opportunities:

- Superintendent Meetings, 4-H Leader Training/annual appointment

Report to:

- Douglas County Fair & Rodeo Show Management Committee Chair(s)