UNIVERSITY OF MINNESOTA EXTENSION

Barn Superintendent Role Description

Carlton County 4-H

Purpose:

- **Ensure a safe and positive experience for 4-H members and 4-H animals at the Carlton County Fair.**
- **Support youth in advocating for animal agriculture and public education.**

Time Commitment

When: During the Carlton County Fair
Hours: 10:00 am to 9:00 pm during the Carlton County Fair

Responsibilities:

- Complete the volunteer screening process yourself and assure all other adult volunteers providing supervision to youth have completed the process
- Commit to young people and their growth in all areas, being sensitive to their individual abilities and needs
- Advise 4-H members regarding their contributions to and participation in group activities
- Recruit and support a youth and adult leadership team for the group that will share the work and develop leadership skills in others
- Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities
- Follow all 4-H guidelines and policies of University of Minnesota Extension, the Minnesota 4-H program and the local 4-H program
- Participate in volunteer development opportunities to stay current with information, learn new skills, and maintain 4-H standard of quality experiences for youth
- Other tasks as assigned

Specific Duties/Tasks:

- Barn management
    - Provide supervision of youth and animals in the barn. When you are not present, work with 4-H staff to ensure another screened volunteer is present for supervision
    - Work with 4-H staff to check in, verify, and weigh animals (as required) on Wednesday of fair
    - Work with open class and other 4-H species superintendents to plan housing facilities for each species that will be at the Carlton County Fair

    - Check-in and verify 4-H animals, assigning animals to individual members as outlined in the animal check-in process
    - Responsible for clean-up and set up of the beef area of the 4-H animal barn. Also responsible to see that clean-up has been completed after the completion of the fair
    - Provide a safe environment for exhibitors, beef exhibits, and the general public in the barn area
- Show management
    - Assist in recruiting and arranging volunteers to help at the show
    - Work with 4-H staff to coordinate show set-up such as order of show, facilities and supplies are ready, checking beef animals in before show, announcing results, etc.
    - Pick up the show box in the 4-H building prior to the show
    - Make notes for next year of changes and suggestions to ensure a quality show experience for our young people
    - Return show box with extra ribbons and judging sheets to the 4-H building immediately following the show
    - Ensure a State Fair lineup is created that identifies 4-H name, animal tag/number and animal class

Qualifications/Skills:

- 4-H Volunteer Screening
- The ability to organize and motivate youth while nurturing positive youth development, decision making, responsibility, and leadership in youth
- A sincere interest in teaching and sharing knowledge and skills with youth in an educational setting
- The ability to communicate effectively with youth, parents, and other adult volunteers and staff
- A willingness to become familiar with and work within the philosophy and guidelines of University of Minnesota Extension, the Minnesota 4-H program, and the local 4-H program

Resources/Training Available:

- Required prior to acceptance as volunteer:
    - Review the Minnesota 4-H Youth Development Volunteer Code of Conduct
    - Complete the Minnesota 4-H Youth Development Program Volunteer Application process
- Recommended for effectiveness in volunteer role: ID animal check-in process (video), Using FairEntry to check in entries (Video)

Benefits:

- Provide valuable leadership to 4-H program that enhances the lives of youth
- The opportunity to work with youth and provide positive support and growth
- Opportunity for personal growth:
    - Increased confidence

- Build leadership, decision-making, planning, and problem-solving skills
- Practice time management.