

Stillwater County 4-H Superintendent Application

Please fill out the application and submit it to the Extension Office or via email

Stillwater@montana.edu by September 30th

Only for new superintendents, not returning superintendents

Superintendent Objectives and Duties: Responsible for organization, coordination, supervision, and leadership to the overall function of the respective project area.

- **Yearly**
 - Enroll as a project leader through ZSuite
 - Become familiar with the 4H program, its purposes, and goals
 - Follow all guidelines and policies of Montana State University Extension and 4-H
 - Understand and know Stillwater County Fair book rules
 - Try to attend council meetings as much as possible especially when there are action plans that pertain to your project area.
 - Work with council, youth, and adults
 - Communicate with Extension staff and cooperate with fellow superintendents
 - Be available to answer species- specific questions or issues throughout the year
- **Pre-Fair**
 - Supervise weigh-ins and tagins if applicable
 - Aid with any classes/clinics being held for respective project
- **Fair Week**
 - Supervise weigh-ins/check-ins of their respective project area
 - Work alongside Extension Staff to break classes, create class and sale lists if applicable
 - Observe and implement barn checks to ensure proper animal welfare management
 - i.e. Health Concerns
 - Assign animal stalls
 - Be present and available to answer questions from youth exhibitors, parents, club leaders, and Extension staff
 - Follow and adhere to Stillwater County Fair book rules
- **Show Day**
 - Secure and designate volunteers to perform the following duties:
 - Ring announcer
 - Class check-In/line-up
 - Ring help
 - Official Record keeping- record ribbon placings
 - Check dress code of all competitors
 - Round Robin Judge
 - Fill out “superintendent checklist” for herdsman awards, round robin and champion of champions and return to Extension staff.
 - Work with Judge
 - Introducing workers to judge, especially ring help

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- **Post-Fair**

- Assist with load outs and live auction
- Provide any feedback to Stillwater Extension regarding your species to improve for the upcoming years
- Make sure stalls/areas are clean

Current Open Positions:

- **Swine Superintendent**
- **Beef Co-Superintendent**
- **Sheep/Goat Co-Superintendent**
- **Small Animal Co-Superintendent**
- **Indoor Co-Superintendent**

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Name: _____ Email address: _____

Address: _____

Telephone number: _____ Superintendent Position: _____

How many years have you been a 4-H Leader? _____ Which years? _____

Which 4-H projects have you been involved with as a leader? _____

Disclosure of conflicts of interest: _____

Why do you want the role of superintendent?

What suggestions do you have for further building the Stillwater County 4-H Program as it pertains to the role in which you are applying?

What is your philosophy on serving as a 4-H Superintendent?

By signing below, you acknowledge that you're agreeing to the above job description and agree to abide by the MSU 4-H Adult Code of Conduct and Leader Agreement put forward by the Stillwater County Extension Office.

(please print your name)

(please sign your name)

Date

