



**Riverside County 4-H Youth Development Program  
4-H MANAGEMENT BOARD FAIR LIAISON  
JOB DESCRIPTION**

**General Description**

The 4-H Management Board Fair Liaison is a middle manager and is responsible for communicating information on fairs to the Management Board and 4-H Staff.

**Objectives**

1. To ensure that fair information is communicated to the Management Board, Program Development Board and 4-H YDP and Office staff.
2. To represent 4-H at fair board meetings.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Interest in administrative and management functions and tasks.
3. Strong leadership skills.
4. Ability to relate to and work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
5. Enthusiasm, patience, understanding and the ability to motivate youth and adults.
6. Ability to resolve conflict in a timely manner.
7. Ability to communicate effectively.
8. Good organizational skills.
9. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
10. Willing to participate in the screening necessary to become a 4-H Adult Volunteer in order to serve as a Fair Liaison r.

**Specific Responsibilities**

1. Follow and abide by the 4-H Management Board Fair Liaison Job Description.
2. Attend the fair board meetings for the Southern California Fair and the Riverside County Fair and National Date Festival.
3. Communicate dates, deadlines, policies, and other important information on the Southern California Fair and the Riverside County Fair and National Date Festival to the Management Board, Program Development Board and 4-H YDP and Office staff.
4. Inform the Management Board, Program Development Board and 4-H YDP and Office staff of any needed volunteers for the Southern California Fair and the Riverside County Fair and National Date Festival.
5. Communicate dates, deadlines, and other important information on other fairs (e.g., Norco, Colorado River, Chino, San Bernardino County, San Gabriel, Antelope Valley, San Diego County, Orange County, La Habra, California Mid-Winter Fair & Fiesta) in Riverside County and surrounding counties to the Management Board, Program Development Board and 4-H YDP and Office staff,
6. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
  - a. Help to carry out the responsibilities of the board.





- 7. Work closely with the 4-H YDP and Office staff.
- 8. Attend scheduled orientation and training sessions for Directors.

**Relationships**

The 4-H Management Board Fair Liaison is responsible to the 4-H YDP staff. The Fair Liaison cooperates with the other Directors and Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Director orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

**Time Involved**

The time needed to do the job varies throughout the year. It is estimated that on average 4 hours per month throughout the year would be required to do this job well.

**Term of Appointment**

The Fair Liaison shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the same position. Applicants will go through an application and selection process.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Management Board Fair Liaison.

_____	_____
4-H Adult Volunteer	Date
_____	_____
4-H Youth Development Program Staff	Date

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