



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

**General Description**

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

**Objectives**

1. To ensure that fair information is communicated to the Management Team, Program Development Team 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 organization skills.
9. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H Management Team, Program Development Team, Committee and Committee Chair 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 to serve as a Fair Liaison.

**Specific Responsibilities**

1. Follow and abide by the 4-H Management Team 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 Team, Program Development Team and the 4-H YDP and Office staff.
4. Inform the Management Team, Program Development Team 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 Team, Program Development Team and 4-H YDP and Office staff.

6. Serve as an active member of the 4-H Management Team and attend regularly scheduled meetings (at least 6 per year).
  - a. Help to carry out the responsibilities of the team.
  - b. Work closely with the 4-H YDP and Office staff.
  - c. Attend scheduled orientation and training sessions for Committee Chairs.

**Relationships**

The 4-H Management Team Fair Liaison will be responsible to the 4-H YDP staff and the 4-H Youth Development Management Team. The Fair Liaison operates with the other Committee Chairs in the county, as well as other adult volunteers, members and participants in the 4-H YDP. Fair Liaison orientation will be closely coordinated with the 4-H YPD 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 one-year term, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, the position expires on June 30<sup>th</sup> of each year and is eligible for reappointment on July 1<sup>st</sup>. A reappointment meeting with the CES\* occurs in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel.

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

\_\_\_\_\_  
4-H Adult Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date





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