



**VENTURA COUNTY 4-H MANAGEMENT BOARD**  
**FAIR LIAISON DIRECTOR**  
**JOB DESCRIPTION**

**General Description**

The Fair Liaison Director will act as the primary contact between Ventura County 4-H and the Ventura County Fair to streamline operations, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible.

**Objectives**

1. To develop relationships with key staff and volunteers at the Ventura County Fair in order to advocate of the behalf of Ventura County 4-H.
2. To stay informed of new developments from the Ventura County Fair and to communicate to 4-H staff, Management Board Directors and Key Leaders.
- 3.

**Specific Skills**

1. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP.
2. Excellent verbal and written communication skills.
3. Ability to establish and nurture beneficial relationships with fair staff and board members.
4. Capability to negotiate with and influence others
5. Ability to resolve conflict in a timely manner.
6. Good organizational and record-keeping skills.
7. An understanding of the 4-H Management Board, Program Development Board, Director and Key Leader concepts in the county and the ability to communicate it to others.
8. Become a 4-H Adult Volunteer prior to serving as a Director.

**Specific Responsibilities**

1. Follow and abide by the 4-H Management Board Fair Liaison Director Job Description.
2. Maintain thorough knowledge of 4-H policies as well as an understanding of how they impact the fair.
3. Monitor, coordinate, and communicate the needs and objectives of Ventura County 4-H in regards to fair.
4. Collaborate and communicate successfully with the Ventura County Fair staff and board members on behalf of Ventura County 4-H.





5. Work with other 4-H members, participants, adult volunteers and staff to develop a greater understanding of the needs and policies of 4-H and any issues that arise.
6. Develop and foster relationships with the community, stakeholders, and other entities related to the fair and 4-H.
7. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between 4-H and the fair.
8. Compile reports about particular incidents, events, or updates about important fair issues for Ventura County 4-H.
9. Proactively solve conflicts and address issues that could occur between Ventura County 4-H and the fair.
10. Promptly respond to incidents and other events as necessary
11. Act as a positive representation of Ventura County 4-H to the community.
12. Serve as an active member of the 4-H Management Board and attend regularly scheduled meetings (at least 4 per year).
13. Work closely with the 4-H YDP and Office staff.
14. Attend scheduled orientation and training sessions for Directors.

### **Relationships**

The Fair Liaison Director is responsible to the 4-H Management Board and the 4-H YDP. The Fair Liaison Director 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. The Fair Liaison Director is expected to network, collaborate and cooperate with the Ventura County Fair staff and board as well as the 4-H Management Board and related Key Leaders. 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 5-10 hours per month throughout the year would be required to do this job well.

### **Reimbursement/Compensation**

1. Postage reimbursement for mailings pertaining to Director work (up to the maximum set by the 4-H Management Board).
2. Participation in one professional/volunteer development opportunity pertaining to Director work will be paid (subject to funding and approval by the 4-H Management Board).





**Term of Appointment**

The Director 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 Fair Liaison Director.

\_\_\_\_\_ Date

4-H Adult Volunteer

\_\_\_\_\_ Date

4-H Youth Development Program Staff

*This document was developed by the State 4-H Office. It is based on materials originally developed by Richard P. Enfield, 4-H Youth Development Advisor and County Director in San Louis Obispo & Santa Barbara Counties and Richard L. Mahacek, 4-H Youth Development Advisor in Merced County.*

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