

**BERRIEN COUNTY YOUTH FAIR
JOB DESCRIPTION – YOUTH EXHIBIT ENTRY COORDINATOR**

JOB TITLE: Youth Exhibit Entry Coordinator

DEPARTMENT: Office

REPORTS TO: Fair Manager

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Coordinate youth exhibit entry office activities
 - Recruit and schedule volunteers to assist with entry duties before, during and after BCYF
 - Enter all youth exhibit entry registrations into entry program
 - Attach exhibitor pass to each entry sheet
 - Prepare back tags for judging of equine, large animals and small animals
 - Prepare weigh in sheets for market livestock
 - Prepare judging sheets for all departments
 - Enter judging results into entry program
 - Print premium checks by Saturday morning of BCYF
 - Prepare ribbon order for all exhibit departments
 - Sort ribbons upon arrival for each exhibit department
 - Order market ear tags
- Update the exhibitor handbook annually
 - Update entry program with any class changes
 - Send to printer so delivery back is prior to May 1st
 - Deliver exhibitor handbooks and entry forms to Berrien County libraries and local partners for May 1st availability
- Schedule and coordinate first time youth exhibitor clinics
- All other youth exhibit duties not listed

HOURS OF WORK: Work from home on updating exhibitor handbook (Nov-Apr), coordinate summer hours in the youth exhibitor entry office (exhibitor entry deadlines June 1, July 1 & August 1 plus fair week).

REQUIREMENTS: Passion and understanding of exhibiting at BCYF. Computer skills are required, including Microsoft Office, email and ability to learn & work with specialized fair entry program.

OTHER SKILLS/ABILITIES: Ability to work well with volunteers and other staff and board members. Needs to be able to meet with and interact with the general public on a daily basis during summer hours.

COMPENSATION: \$15-\$18 per hour – part time hours