

May 17, 2018

TO: Swine Leaders

FROM: Eva Beeker, 4-H Program Coordinator

RE: Assistant Swine Superintendent Position

Recently, I regretfully accepted the resignation of Mike Crabil as one of the Swine Department Assistant Superintendents. With his resignation comes the process of filling his position. With the fair season in full swing, we will be working quickly to replace Mike. If you are interested, please call the MSU Extension office to make an appointment to discuss the position by **Wednesday, June 13, 2018**. Below you will find a brief description of the volunteer job.

The MSU Extension staff will ensure that all candidates are eligible to run for the assistant superintendent position. The applicant must be a 4-H leader for three (3) years in the specific species and must have successfully completed the Volunteer Selection Process. They must also be in good standing with the St. Joseph County 4-H program.



1. As the assistant Superintendent, you will be responsible in working closely with the Superintendent in preparing for the St. Joseph County fair as well as developing current and educational opportunities for both leaders and 4-H members.
2. Is willing and able to work cooperatively with others.
3. The assistant superintendent will abide by all of the code of conduct rules.
4. The assistant superintendent will encourage ethical behavior of all exhibitors, while fostering an environment of education and competition.
5. The assistant superintendent will need to be available during fair week.
6. The assistant superintendent will be present and willing to help where needed at their species show and help with set-up and tear-down.
7. The assistant superintendent will help the superintendent monitor their species buildings to insure animals stalls/pens are clean, animals are fed and watered, and walkways are clean and passable for the general public.
8. The assistant superintendent must have some prior knowledge of the species they are applying for.
9. The assistant superintendent will need to be receptive to attending species appropriate workshops outside the St. Joseph County area. (i.e...Kettunen Center, other Michigan County events, Michigan State events etc.)
10. The assistant superintendent must have any certifications necessary to perform their job. Those certifications must be kept updated and on file at the MSU Extension Office.
11. The assistant superintendent will be expected to attend pre-fair and post-fair meetings in addition to any meetings that require updating materials pertaining to their species and/or project area.

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