February 20, 2018

Dear 4-H Leaders,

As of the first part of January, Tim Miller has decided to resign his position as Sheep Superintendent. We appreciate all that Tim did for the sheep department and look forward to him working with the new Superintendent as a sheep leader in St. Joseph County.

We are now in the process of filling the Sheep Superintendent position. If you are interested in being considered for this position, please call the MSU Extension office at 269-467-5521 to make an appointment to be interviewed. We are looking to have the position filled in March 2018.

The MSU Extension staff will ensure that all candidates are eligible for the superintendent position. The applicant must be a 4-H leader 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 superintendent, you will be responsible in working closely with the assistant superintendent(s) 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 superintendent will abide by all the code of conduct rules
4. The superintendent will encourage ethical behavior of all exhibitors, while fostering an environment of education and competition.
5. The superintendent will need to be available during fair week.
6. The superintendent will be present and willing to help where needed at their species show and help with set-up and tear-down.
7. The superintendent will 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 superintendent must have prior knowledge of the species they are applying for.
9. The superintendent will keep up to date on all state and local health requirements and changes that are made.
10. The 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 University events/trainings).
11. The superintendent must have any certifications necessary to perform their job. Those certifications must be kept updated and on file at the St. Joseph County MSU Extension office.
12. The 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.
13. The superintendent will be responsible to prepare all paperwork at the fair that pertains to their species show and for the animal auction with the help of the MSU Extension staff.

Eva Beeker
4-H Program Coordinator - 4-H Youth Development
St. Joseph County