**Junior Superintendent Leadership Position**

This process is an exciting, fast-paced, and fun working/learning experience for teens 16 years of age or older, to assist Youth Building Superintendents in the showcase of educational and informative 4-H Youth Development programs. JSs serve for 8-hour shifts/day with two days off during each 8-day rotation and receive a $40 premium/day. First time JSs will only be scheduled for one week. Perks include: making new and reconnecting with old friends, working with others as part of a team, gaining business and leadership skills, while enhancing communication and public speaking skills. JSs work for a minimum of 8 hours between 8 a.m. to 11 p.m., reside in the youth building dormitories, and **follow the same dormitory rules and regulations as any other youth/adult residing in the dorms**. JSs are supervised by NYS Fair 4-H Program and Building Coordinators, Tom Davis and Autumn Lavine.

The Junior Superintendent position requires a high level of leadership, teamwork, responsibility and trustworthiness as well as the ability to interact with peers, Extension Educators, supervisors, and the public in an appropriate manner. Acceptable work habits and attitudes will be required: clean, neat, properly groomed, warm, friendly, outgoing and polite, self-motivated, self-starter, positive, supportive, team player, cooperative, organized, and honest. While on duty, JSs will wear identifying pinnies. 4-H appropriate dress, communications, and actions will be followed at all times.

Those working the first shift are expected to attend the JS Training Session on Monday (two days prior to 1st day of NYS Fair). Time to be determined. JSs will engage in a variety of meaningful and fun activities building on the skills and abilities of team members. JSs will stay in the dorms overnight and begin official duties as of Tuesday Noon. Those working the second shift will have training on the Monday the fair is open. Those scheduled for the second shift must remain at the NYS Fair late into the evening the last day--Labor Day--to tear down and clean up. **Leaving early is not an option**. Daily premium: $40 per day.

**Desired skills and abilities for JSs:**

 Organizational skills

 Phone skills (answering, communication, etc.)

 Ability to manage time and duties appropriately, and to see what needs to be done without being asked

 Ability to follow through with assigned tasks maintaining focus in a hectic, often distracting environment

 Willingness to be flexible to ever-changing expectations, taking direction as well as directing others to perform designated tasks affecting the outcome of program

 Willingness to move tables and equipment if physically able

 Record keeping skills–ability to document outcome of events, recording exhibits, and ribbon counts

 Computer experience and writing skills

 Ability to work successfully with youth and adults

 Creativity and sense of humor

 Public speaking skills/ability to ad-lib when necessary

 Photography skills

 Previous leadership experiences, and/or other work-related experience highly desirable

**Daily tasks performed:**

 Preparing youth building for county exhibits

 Preparing judging boxes for exhibit judging/interacting with evaluators

 Preparing exhibit-judging area with tables, chairs and table covers

 Clearing areas of equipment and supplies, once events/activities are complete

 Recording exhibit ribbon numbers using spreadsheet software

 General building upkeep

 Leadership for teen events and activities held evenings of each county rotation

 Putting up/taking down signage as required

 Creating signage materials for promotional efforts

 Serving as emcee for NYS 4-H contests held in the building, Talent Showcase, and Teen

Dance

 Photography and writing stories of activities happening to showcase 4-H at State Fair for use on State 4-H Web page, on the monitor in the Youth Building, in social and other media outlets

 Answering questions and running errands

 Finding creative ways to use existing supplies for unexpected events/activities as they

arise

 Other duties as assigned

Application for JS position will require a formal letter of application, stating why you want to be considered as well as a resume and letters of recommendation. Applications are due by **August 1st** of current year.

Youth May apply online: <https://cornell.ca1.qualtrics.com/jfe/form/SV_8B9HZXbkJPBSbSR>

For more information contact Autumn Lavine - [AML84@cornell.edu](mailto:AML84@cornell.edu) or 607-731-5075