

**UCCE PLACER COUNTY 4-H
DIRECTOR LIAISON TO FAIRS
MANAGEMENT BOARD ROLE DESCRIPTION**

General Description

The Director Liaison to Fairs is a middle manager volunteer and will act as the primary contact between Placer County 4-H and the Placer County and Gold Country Fairs to streamline operations, resolve issues, improve communications, and generally ensure that the relationship is as beneficial as possible.

Key Responsibilities

1. Develop relationships with key staff and volunteers at the fairs in order to advocate on the behalf of Placer County 4-H.
2. Manage communications between the two fair boards on matters of interest to the 4-H Placer County community.

Qualifications:

- Current 4-H adult volunteer or senior member, in good standing, who has:
 - A passion for fair management and communications.
 - Completed enrollment or required state and local courses for adult volunteers if applicable.

Essential Knowledge, Skills and Abilities:

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in fair protocols and effective communication.

Key Overarching Duties: (4-H Vision and Values)

- Create an environment where the 4-H YDP is viewed as an integral part of the fair community.
- In a timely manner, communicate fair requirements, and other important fair information to the 4-H YDP staff, all 4-H Units, members and families.
- Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office in order to encourage 4-H objectives and enforce 4-H policy.

Essential Functions of the Director Role:

- Ensure the safety of members, volunteers and guests at meetings and events. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities or events.
- Listen and respond to the needs of the 4-H community.
- Plan and manage meetings and activities using the tools available for adult volunteers. This includes:

- Ensure that two adult volunteers are present at all meetings. Maintain 2:10 ratio of adult to youth, with a minimum of two adult volunteers at all times.
- Wise use of resources within the 4-H YDP as well as Placer County as a whole.
- Plan, direct and execute committee work.
- Commitment to complete all agreed upon duties and assignments.

Relationships

Directors are responsible to the Executive Team and the 4-H YDP staff. Directors cooperate with other Management Board Directors, members of the Program Development Board as well as other adult volunteers, members and participants in the 4-H YDP.

Term of Appointment

The Director shall serve a two-year term, with eligibility for reappointment for additional two-year term. An individual may serve a maximum of six years on the board, regardless of the 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 the Director Liaison to Fairs.

4-H Director Liaison to Fairs

Date

4-H Youth Development Program Staff

Date

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