RICHLAND COUNTY AGRICULTURAL SOCIETY

ADMINISTRATIVE OFFICE FAIRGROUNDS 750 NORTH HOME ROAD

PHONE (419) 747-3717 • WWW.RICHLANDCOUNTYFAIR.COM MANSFIELD, OHIO 44906

January 27, 2026

Job Title: Richland County Junior Fair Coordinator

Job Summary:

Provide guidance and leadership support with Extension Educator for 4-H Youth, Richland County Agricultural Society, and Richland County Livestock Committee, to develop, train, and evaluate exhibitors and volunteers in the Junior Fair program. Work with and/or lead committee chairman and volunteers. Create a cohesive environment within the program and community that support the Duties and Responsibilities.

Job Responsibilities

- Advise and oversee Richland County Jr. Fair Board.
- Judge and select the Jr. Fair Board members.
- Junior Fair Book – Work with Extension Educator, each department chair and Richland County Agricultural Society with their revisions/changes and creation of final copy for publication.
- Secure copier rental agreement and order any office supplies for Jr. Fair Office.
- Create, develop, implement, and manifest changes in the Paper Fair Entries and/or the Fair Entry Program and/or a different entry program for launching online entries for Jr. Fair program for each new year.
- Setting up Financial Budget.
- Import 4-H online data into Fair Entry for animal ID records, 4-H projects, and approved 4-H exhibitors and animal photos. If not using Fair Entry and/or another online program, this will be completed manually through paper.
- Open/close entries for 4-H, FFA and Industrial Technology. Approve all exhibitors' online entries and/or paper entries.
- Create/submit entry reports for each 4-H club and departments. Send each department chair and organizational advisor to review.
- Make additions/deletions of entries by request of exhibitor after closing date within the grace period of two weeks.
- Run final reports for each department with exhibitor name, section and classes for preparation of their dept/barn.
- Add all staff names per department for animal check-in, class breaks and results. Exception market livestock will be completed by livestock committee.
- Provide training sessions for all new/existing departments.
- Create revise and submit for approval all show bill cover sheets with donor names.
- Create all check-in cards/binder for each entry for every department Market, Breeding and still exhibits.

- Create booth packets for each 4-H club exhibiting at fair.
- Create exhibitor packets for distribution (fair entry pass, exhibitor number, etc.)
- Create FFA/Industrial Tech packets with passes, listing of exhibitors, binders for check in. Work with each FFA/Industrial Tech in checking in their entries.
- Create and/or supply cage/stall cards for departments that are required.
- Create, print all FFA & Industrial Tech entry cards to display on project for each chapter.
- Dairy Bar Coupons – Create, distribute coupons to departments requests for awards and give aways to exhibitors, etc. tracks verify and log all coupons.
- Verify Jr. Fair entries with Open Class entries report for exhibiting.
- Report verification of entries checked in to account for all entries.
- Work with each department after check-in to create show/classes breakdown. Get approval from department chair for final approval before posting in the barn.
- Create breeding, market, and showmanship show bills for each department. Print all show bills for each show.
- Enter all results for FFA, Industrial Tech & still exhibits into Fair Entry and/or another program and/or paper for premiums. Work with all departments entering show results. Verify all results are entered and recorded.
- Work with Richland County Livestock Committee in running reports, verification of results and printing of sale bills.
- Premiums reports, verification of premiums, printing and getting the premiums into the hands of the Senior Fair Secretary for distribution of premiums during fair.
- Maintain accurate records for the junior fair program. Provide entry numbers for all animal species, still exhibits, and number of exhibitors to 4-H Educator and Sr. Fair Secretary.
- Attend meetings, training during the off season.
- Assign Jr. Fair announcers/volunteers for shows and oversee Jr. Fair Power Point/Slide Show.
- Work closely with Extension Office, species committees (departments), volunteers, Livestock Committee and Richland County Agricultural Society Board Meetings.
  Reach out to other counties/programs to collaborate and/or seek opportunities for improvement.
- Provide exhibitor show number for breeding projects.
- Assist with the Junior Fair King & Queen Contest
- Assist with the Junior Fair Bake-A-Rama
- Assist with 4-H and/or FFA Booth
- Additional responsibilities subject to change.

Minimum Qualifications

- Must be a team player
- Excellent customer service skills
- Strong background in 4-H & FFA
- Excellent organizational and communication skills.
- Strong computer skills, Microsoft Office, Fair Entry, Blue Ribbon
- Proficient in multiple software applications
- Ability to multi-task and prioritize effectively and function in a demanding environment.
- Must work independently throughout the year to meet deadlines.

- You must work the week of the fair from 7:30 AM to 7:30 PM each day.
- Must attend multiple department and Richland County Agricultural Society board meetings throughout the year.
- If the individual hired is a current member of the Sr. Fair Board, 4-H Committee, Livestock Committee, and/or Equine Council, he or she may remain on said committee, but will become a nonvoting member due to potential conflict of interest.

Pay

- The Junior Fair Coordinator will be paid $10,000.00 for services.
- The Junior Fair Coordinator may elect to have 1 or 2 additional people to help during the week of fair. Each person will receive $500.00 for their services and must work at least 40 hours during the week of fair.

TO APPLY

- Please submit a resume and cover letter to:
  Richland County Fairgrounds
  750 N Home Road
  Mansfield, Ohio 44906