

Job Description

Volunteer Task Requirements

Position: All-Around Showmanship

Areas of Responsibility:

The All-Around Showmanship Chairs will be responsible for working together with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the All-Around Showmanship contests. The All-Around Showmanship Chair will work with the Fair Coordinator to make changes in the fair book related to the contest each year. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also work with Awards Chair to obtain and retain sponsors and donors for awards related to the All-Around Showmanship contest and is responsible for communicating ordering needs to the Awards Chair. The All-Around Showmanship Chair will also be responsible for working with the data entry clerk to obtain show results and coordinate the All-Around Showmanship event. Additionally, the chair will work with fair coordinator to obtain judges well in advance of the event, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate an All-Around Showmanship show
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To coordinate with the Awards Chair to communicate needs assist in obtaining sponsorship and donors for awards.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book and set-up related to All-Around Showmanship.
- To coordinate with the Awards Chair to retain old and obtain new sponsorship and donors for awards related to All-Around Showmanship.
- To work with the Fair Coordinator to obtain judges and coordinate judging related to the All-Around Showmanship event
- To work with the Data Entry clerk to obtain show results and coordinate the All-Around Showmanship event.

Approximate Time Commitment:

January - June – 1-2 hours per month

July / Fair Week – 10-20 hours

August - December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Appreciation Lunches

Areas of Responsibility:

The Appreciation Lunches Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Appreciation Lunches. He/she will be responsible for organizing an Appreciation Lunch Committee, as well as any additional volunteers needed to assist in the daily coordination of the lunches during fair. This position will obtain sponsorship for the daily Appreciation Lunches, as well as be responsible for working with the Fair Coordinator to order any additional condiments, food, supplies needed. Lastly, he/she is responsible for coordinating and overseeing the set-up, serving of, and clean-up of the daily event while actively engaging in and implementing food safety practices, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with Appreciation Lunches as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of all above activities for maximum benefit to those who will be served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To obtain sponsorship for Appreciation Lunches.
- To provide and serve Appreciation Lunches during Fair Week
- To adhere to food safety practices

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 20-30 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Awards

Areas of Responsibility:

The Awards Chair will be responsible for working with the Fair Coordinator, Fair Secretary and Fair Board to communicate concerns and needs regarding Awards. He/she will be responsible for assisting in correspondence between the fair and award sponsors and donors. He/she will also be responsible for helping to retain current sponsors and donors, as well as seeking out new sponsors and donors for awards. During fair week the Awards Committee Chair will staff the award room and work with the Fair Office to manage award boxes (fill with ribbons) and get needed trophies and plaques ready to go to show rings and buildings, as well as deliver awards to show rings and buildings as needed. He/she will also be responsible for obtaining any additional needed volunteers needed to assist in the daily coordination of the awards during fair, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate all necessary sponsor and donor correspondence associated with Awards and Ribbons as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To work with the Fair Secretary and Fair Office to create and develop a schedule of award and ribbon orders and deliveries during fair.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To retain old and obtain new sponsorship and donors for Awards.
- To pull and deliver accurate award and ribbon orders during Fair Week

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 20-30 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Education

Areas of Responsibility:

The Education Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair education area. The Education Chair will work with the Fair Coordinator to secure all materials and supplies related to Weld County Fair Education Area. He/she will be responsible for developing a volunteer committee. Chair will obtain and retain volunteers to man the education area. Any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop an education area at the fair that highlights agriculture in Weld County and the fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To secure materials for an education area at the fair, set it up, manage it and tear it down after Fair.
- To provide as much information about agriculture in Weld County and the Fair during the fair to as many visitors as possible.
- To provide an area for children to enjoy games and activities that are related to agriculture and the fair.

Primary Tasks:

- To work with the Fair Coordinator on developing education opportunities during the fair.
- To set up and manage an education area during the fair.
- To secure materials for the education area including but not limited to brochures, flyers coloring books, game, activities.
- To obtain volunteers to man the education area.

Approximate Time Commitment:

January-April – 1 hour per week

May-June – 2-4 hours per month

July / Fair Week – 15-30 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Grounds Entertainment, Promotions, Sponsors and Vendors

Areas of Responsibility:

The Entertainment, Promotions, Sponsors and Vendors Chair will be responsible for working with the Fair Coordinator, Fair Secretary and Fair Board to communicate concerns and needs regarding Entertainment, Promotions, Sponsors and Vendors. He/she will be responsible for working with the Fair Coordinator to find and coordinate entertainment, coordinate all types of media (newspaper, radio, billboards, parades, etc.) to promote the fair, as well as retaining and obtaining sponsors, and obtaining any additional volunteers needed to assist in the coordination of tasks. The Entertainment, Promotions, Sponsors and Vendors Awards Committee Chair will work with the Fair Coordinator, Fair Secretary and Fair Office to process vendor applications, correspond accordingly and assign booths. This committee chair will also be present or have a volunteer present to coordinate entertainment and vendors during their check-in and check-out, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To obtain/retain sponsorship for fair activities and entertainment.
- To locate affordable and appropriate entertainment for the fair.
- To develop a plan for promoting the fair through means of advertisement, parades, etc.

Primary Tasks:

- To develop a volunteer committee to assist with any related duties.
- To communicate with past and future sponsors to retain and obtain sponsorship.
- To locate affordable and effective entertainment and present to the fair board for approval.
 - Assists in developing entertainment layout
 - Is available or has volunteer available for entertainment check-in / check-out
- To gather information and ideas regarding fair promotion to be presented to fair board.
- To update vendor packet and be the contact point for vendors interested in the Weld County Fair.
 - Assists in developing vendor layout
 - Is available or has volunteer available for vendor check-in / check-out

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 25-35 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Fair BBQ

Areas of Responsibility:

The Fair BBQ Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Fair BBQ. He/she will be responsible for organizing the Fair BBQ, as well as any additional volunteers needed to assist in the coordination of the BBQ itself. This position will work with the Fair Coordinator to obtain sponsorship for the Fair BBQ, as well as the ordering of the food and supplies needed. Additionally, he/she will work with the Promotions Chair to promote the event and also with the Appreciation Lunch Chair to ensure organization of volunteer lunches is met on the day of the BBQ. Lastly, he/she is responsible for coordinating and overseeing the set-up, serving of, and clean-up of the event while actively engaging in and implementing food safety practices, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with Fair BBQ as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of the Fair BBQ for maximum benefit to those who will be serving and those who are served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To assist in obtaining sponsorship and donation for the Fair BBQ
- To work with the Promotions Chair to promote the Fair BBQ
- To work with the Appreciation Lunches chair to ensure organization of volunteer lunches is met on the day of the event.
- To organize and facilitate the Fair BBQ (served roughly 2,500 people last year)
- To adhere to food safety practices
- To locate and coordinate entertainment during the Fair BBQ

Approximate Time Commitment:

January-April – 1 hour per week

May-July – 5-7 hours per month

Fair Week – 10-15 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Fair Parade

Areas of Responsibility:

The Parade Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair Parade. The Parade Chair will work with the Fair Coordinator to make changes in the fair book, on applications, and all other materials related to Weld County Fair Parade. He/she will be responsible for developing a volunteer committee. Chair will also assist in obtaining and retaining sponsors for funds related to Parade awards. Any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To facilitate all necessary sponsor correspondence associated with the Weld County Fair Parade as described in the areas of responsibility.

Primary Tasks:

- To work with the Fair Coordinator to update the sections of the fair book and other documents (applications, etc.) related to Parade.
- To secure sponsorship for awards related to the Parade.
- To manage all aspects of the parade – take entries, line up entries, keep parade moving along designated route and get entries to a location out of the way at the end of the parade.

Approximate Time Commitment:

January-April – 1 hour per month

May-July – 1-2 hours per month

Fair Week – 2-4 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Junior Livestock/Animal Health

Areas of Responsibility:

The Junior Livestock/Animal Health Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair Junior Livestock Shows and Animal Health issues. The Junior Livestock/Animal Health Chair will work with the Fair Coordinator to make changes in the fair book, on entry forms, and all other materials related to Weld County Fair Junior Livestock Shows and Animal Health issues. Chair will also be responsible for contacting and lining up vets for animal health inspection during fair and will work with Security, Parking and Risk Management Chair/committee to oversee operations during animal health inspections. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will assist with any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board and concerns, needs, and information regarding areas of responsibility.
- To review the rules and schedule of shows for all junior livestock species.
- To address any animal health issues with regard to junior livestock animals of all species.
- To make recommendations for judges for all junior livestock species.
- To provide current contact information for recommended judges for all livestock species.
- To coordinate effective and functional animal health inspections for the safety of all exhibitors.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book including entry forms related to livestock/animal health at the fair.
- To provide recommendations for judges of all species.
- Submit current contact information for recommended judges.
- To contact vets and coordinate animal health inspections.

Approximate Time Commitment:

January-April – 1 hour per week

May-June – 1-2 hours per month

July / Fair Week – 35-45 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Junior Livestock Sale

Areas of Responsibility:

The Junior Livestock Sale Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding Weld County Fair Junior Livestock Sale. The Junior Livestock Sale Chair will work with the Fair Coordinator to make changes in the fair book, and all other materials related to Weld County Fair Junior Livestock Sale. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will assist with any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board and concerns, needs, and information regarding areas of responsibility.
- To review the rules for the Junior Livestock Sale.
- To manage all aspects of the Junior Livestock Sale.

Primary Tasks:

- To manage all aspects of the Junior Livestock Sale including but not limited to securing auctioneers, contacting buyers, advertising the sale, selecting animals qualified for the sale, collecting and dispersing funds.
- To work with the Fair Coordinator to update the sections of the fair book that pertain to Junior Livestock Sale.
- To set up and tear down the Junior Livestock Sale area.

Approximate Time Commitment:

February - June – 3-6 hours per month

July / Fair Week – 25-35 hours

August –November – 2-3 hours per month

Job Description

Volunteer Task Requirements

Position: Premier Exhibitor (For each Large Animal, Small Animal, and General/Natural Resources & Family Consumer Science)

Areas of Responsibility:

The Premier Exhibitor Chairs will be responsible for working together, with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Premier Exhibitor contest. The Premier Exhibitor Chair will work with the Fair Coordinator to make changes in the fair book related to the contest each year. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also obtain and retain sponsors and donors for awards related to the Premier Exhibitor contest and is responsible for communicating needs to the Awards Chair. The Premier Exhibitor Chair will also be responsible for coordinating interviews, testing, judging and all other parts of the Premier Exhibitor contest, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate all necessary sponsor and donor correspondence associated with the Premier Exhibitor Contests as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, information regarding areas of responsibility.
- To coordinate interviews, testing, and judging related to the Premier Exhibitor Contest.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book related to the Premier Exhibitor Contest.
- To retain old and obtain new sponsorship and donors for awards related to the Premier Exhibitor Contest.
- To coordinate interviews for Premier Exhibitor Contestants.
- To coordinate and facilitate the testing for the Premier Exhibitor Contest.
- To schedule site for interviews with Fair Coordinator or Fair Office in advance of the fair.
- To coordinate judges and judging related to the Premier Exhibitor Contest.

Approximate Time Commitment:

January-June – 2-3 hours per month

July / Fair Week – 10-15 hours

August – December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Project Inspection

Areas of Responsibility:

The Project Inspection Chair will be responsible for working with the Livestock Agent, Fair Coordinator, and Fair Board to communicate concerns and needs regarding Project Inspection. He/she will be responsible for obtaining a list of livestock exhibitors from the Livestock Agent and randomly selecting which projects will be inspected. He/she will also be responsible for developing a report form to be signed by the committee, as well as the exhibitor, to be submitted to the Fair Board. Furthermore, the Project Inspection Chair will be responsible for obtaining any additional volunteers needed to assist in the coordination of Project Inspections, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To facilitate all project inspection visits as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Livestock Agent, Fair Coordinator Fair Board concerns, needs, and information regarding areas of responsibility.
- To provide accountability to Livestock Exhibitors through random project inspections.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with Livestock Agent to randomly select list of exhibitors to have project inspections performed.
- To develop a report form for inspections.
- To schedule and facilitate all project inspections.
- To submit documentation that project inspections were performed.

Approximate Time Commitment:

January-April – 1 hour per month

May-July – 4-6 hours per month

Fair Week –

August -December – 1 hour per month

Job Description

Volunteer Task Requirements

Position: Royalty

Areas of Responsibility:

The Royalty Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding the Weld County Fair Royalty contest and events. Furthermore the Royalty Chair will be responsible for working with the Weld County Fair Royalty and guardians to assist in developing a schedule of events and appearances regarding Weld County Fair Royalty. The Royalty Chair will work with the Fair Coordinator to make changes in the fair book, on applications, and all other materials related to the Weld County Fair Royalty contest and events each year, as well as work with the Fair Coordinator to put together the contest itself. He/she will be responsible for developing a volunteer committee to assist with related duties. Chair will also assist Royalty and guardians in obtaining and retain sponsors and donors for awards related to the Royalty, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To facilitate all necessary sponsor and donor correspondence associated with the Weld County Fair Royalty and contest as described in the areas of responsibility.
- To promote Weld County Fair Royalty and Weld County Fair through development of a schedule of events and appearances for Royalty.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to update the sections of the fair book, as well as other documents and score sheets related to the Royalty Contest.
- To develop a schedule of events and appearances for Weld County Fair Royalty.
- To assist in retaining old and obtain new sponsorship and donors related to Royalty.
- To assist in coordinating the Royalty Contest including but not limited to decorating, obtaining judges, and facilitating.
- Any expenditures outside normal budgetary items must have prior approval by Fair Coordinator or Fair Board. There will be no reimbursement for such expenditures.

Approximate Time Commitment:

January-April – 3-5 hours per month

May-July – 5-10 hours per week

Fair Week – 30-40 hours

August – December – 3-5 hour per month

Job Description

Volunteer Task Requirements

Position: Security, Parking & Risk Management

Areas of Responsibility:

The Security, Parking, Risk Management & Island Grove Rep Chair will be responsible for working with the Fair Coordinator and Fair Board to communicate concerns and needs regarding security, parking and risk management related to fair. He/she will be responsible for organizing a committee, as well as any additional volunteers needed to assist in the daily coordination of security, parking and risk management during fair. Lastly, he/she is responsible for coordinating and overseeing the security, parking, and risk management of the daily event while actively engaging with the county Risk Management coordinator, Weld County Sheriff, Greeley Police, Security Staff and Island Grove Staff as the representative for the Weld County Fair, and any additional related responsibilities deemed necessary to the overall success of the fair.

Goals and Objectives:

- To develop, confirm and facilitate all scheduling associated with security, parking and risk management as described in the areas of responsibility with regard to the annual Weld County Fair.
- To communicate with the Fair Coordinator and Fair Board concerns, needs, and information regarding areas of responsibility.
- To create and develop a layout and design of all above activities for maximum benefit to those who will be serving and those who are served.

Primary Tasks:

- To develop a volunteer committee to assist with related duties.
- To work with the Fair Coordinator to develop a security plan, as well as to design layout for street closures, parking, traffic flow, etc.
- To work with above mentioned groups to ensure the safety of all who attend the Weld County Fair.
- To place signage up related to security, parking and risk management.
- To coordinate and assist in patrolling to ensure rules are adhered to.
- Responsible for checking in/out utility vehicles in cooperation with the fair office. Also responsible for ensuring all sponsored utility vehicles and checked in every night and parked in designated secure area.

Approximate Time Commitment:

January-April – 1 hour per week

May-June – 4 hours per month

July / Fair Week – 40-50 hours

August – December – 1 hour per month