

Montgomery County 4-H Specie Superintendent Application

NAME _____

PHONE _____ YEAR _____

SPECIE(S) INTERESTED IN: _____

Please read the following responsibilities and qualifications related to this position and answer the 3 additional questions at the end of the application. Applications are due to the Montgomery County Extension office NO LATER than Monday, August 24, 2026!

PURPOSE:

1. Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents, and other volunteers regarding 4-H programs.
2. Support 4-H professionals, volunteers, and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
3. Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

COMMITMENT:

1. September 1- August 31; to be reviewed with the 4-H Youth Development Extension Educator annually

CONTACT: Montgomery County 4-H Youth Development Educator, 400 Parke Avenue, Crawfordsville, IN 47933

RESPONSIBILITIES:

1. Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
2. Participate in one or more volunteer development opportunities each year
3. Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
4. Attend all of the committee meetings and activities.
5. Help analyze the needs and interest of county youth and volunteers.
6. Inform professional Extension staff concerning training needs of member or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
7. Coordinate, conduct, evaluate, and recommend educational experiences related to assigned project area(s) (for example: project meetings/work sessions; demonstrations/talks by members, leaders, or others related to project areas; educational tours to expand project knowledge, etc.).
8. Make sure members are progressing with their projects during the year.
9. Welcome parents' ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
10. Encourage 4-H members' and parents' interest and participation.

11. Encourage parents to support their child's project work, but not to do the work for them.
12. Read 4-H newsletters and literature from the Extension office and keep members, parents, and other volunteers informed.
13. Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
14. Praise members for the progress they make.
15. Assist with overseeing the Junior Livestock Board members.
16. Coordinate and communicate with Extension office to order trophies, banners, and awards.
17. Assist members who wish to exhibit project(s) at fairs by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, proper preparations of animals, and proper exhibit care during fair.
18. Coordinate tag date, poultry blood testing, open arena dates, etc. and communicate this information to 4-H families.
19. With your help of your committee, submit at least 5 names and contact information for potential judges for the 4-H Fair to the 4-H Educator by December 1st annually.
20. Coordinate with professional 4-H staff to communicate pen assignment information to 4-H youth. Collect pen assignment information to create and assign stall cards.
21. Prepare barn area for 4-H fair through participating in fairgrounds set-up and clean-up. Encourage 4-H member participation in these events.
22. Coordinate with Livestock Auction committee to assemble show bill. Print and post show bill no less than 24 hours prior to show.
23. Coordinate with Livestock Auction committee to finalize auction lists.
24. Organize, communicate, and coordinate with approved 4-H volunteers to set-up the arena for 4-H show, select show announcer, podium help, and ring assistance.
25. Submit ribbon order to summer assistant no less than 24 hours prior to show.
26. Submit show results to extension office no more than 24 hours after show.

QUALIFICATIONS:

1. Must complete the Purdue University 4-H volunteer application and screening process and be accepted as an approved volunteer.
2. A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
3. A sincere interest in working with 4-H members regarding one or more 4-H project areas.
4. The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership in the youth.
5. A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
6. The ability to organize information and materials and delegate responsibility.
7. The ability to work and communicate effectively in both verbal and written forms.
8. The ability to motivate parents and other volunteers to assume leadership roles.
9. The ability to work with minimal supervision from professional staff.
10. A sincere interest in working with other volunteers and professional staff in an educational setting.

1. What goals do you have for this project this year?

2. What experiences do you have related to this project? Have you worked on this specie committee in the past?

3. What specific areas of improvement could you assist with?