

## **Job Description - 1/31//23**

**Position title:** Barron County Junior- Livestock Committee Program Coordinator (part time)

**Position reports to:** Barron County Junior-Livestock Committee Executive Committee

**Job summary:**

The role of the Barron County Jr. Livestock Program Coordinator is to work in partnership with the Barron County Jr. Livestock Committee to coordinate and promote this successful youth program

This individual will work with the Barron County Junior Livestock Committee, livestock project superintendents, Barron County UW Extension and 4-H staff, Barron County Fair Office, Barron County Fair Board, area businesses, and youth involved with this project.

**Essential Functions:**

- Assist with administrative tasks associated with the project including:
  - updating guidelines and forms,
  - communicating project dates, timelines, materials, project information, etc.,
  - coordination of meeting agendas and program responsibilities,
  - preparing materials and coordinating printing/distribution, and
  - additional tasks as assigned by the Barron County Junior Livestock Committee
- Assist with marketing/promotion, program registrations, and notices
- Prepare annual sale catalog and coordinate with local print shop designated by the committee to ensure catalogs are ready for the Livestock Sale
- Coordinate with Barron County Fair secretary to secure qualified judges
- Meet with all animal superintendents prior to event, determine their pre fair needs
- Act as a consultant in revisions of fair book in livestock areas (beef, sheep, swine)
- Act as a consultant/coordinator for awards, ribbons, special awards, and trophies.
- Be sure all policies, procedures, and animal health rules are followed and enforced
- Assist with coordinating the awards program following the fair.
- Know industry trends relating to the project area
- Make suggestion for improvement of project areas
- May serve on the Grievance Committee if deemed necessary by Executive Committee
- Maintain confidentiality and general professionalism

**Additional Responsibilities:**

- Be present for Livestock Committee events-- including Livestock project committee meetings, YQCA training, Kick Off meeting, fair events including final weigh-ins, live shows, sale, and Carcass Show/Awards program
- Oversee Judging events
- Assist with task as assigned by supervisor, or Livestock Project Committee

**Qualifications:**

- Two years post high school education or work experience, or combination of education and experience
- Oral and written communication skills
- Computer skills-Microsoft and Google Suites
- Agricultural background or experience with the Barron County Junior Livestock Project
- Organizational and interpersonal skills

**Compensation:**

Annual salary of \$2500 and annual stipend of \$200 for technology expenses

Questions can be directed to Livestock Project Committee Chair- Pete Kolpack at [kolpackp@ricelake.k12.wi.us](mailto:kolpackp@ricelake.k12.wi.us) or 715-790-9368

To apply for this position submit cover letter, resume, and references by March 1, 2023 to

Barron County Junior Livestock Committee  
UW Extension Office  
335 E. Monroe Ave Room 2206,  
Barron WI 54812

or via email to [kolpackp@ricelake.k12.wi.us](mailto:kolpackp@ricelake.k12.wi.us)

The above is intended to generally describe this position. It is not constructed as an exhaustive statement of duties, responsibilities or requirements.