



Position Title: 4-H New England Center Coordinator (Intern)

Department: Agriculture

Supervisor: New England Center/Creative Arts Manager

Position Summary

The 4-H New England Center Coordinator's role is to manage 4-H youth program at The Big E (9/13/19-9/29/19). This position includes a \$2000 stipend at the conclusion of the Internship. The intern will be able to strengthen skills in event planning, public speaking, and working with youth. This is a short-term internship from September through early October.

Position Responsibilities:

Prior to Fair Opening -

- Request and review state educator's information sheets (due 9/1)
- Approve each state's program plan – answer questions and make suggestions.
- Set up 4-H Area prior to the Fair (9/13 to 9/29)
 - Set up POD tables (set of 6 half round tables)
 - Put decorative skirts on all tables
 - Select 4-H exhibits from 4-H Summer fairs to set up in POD area
 - Decorate POD area and information booth to make 4-H area distinguishable to fair visitors
- Organize 4-H Information booth area
- Create a display area for 4-H Poster and Photos
- Design and display any state 4-H projects (Pillowcases for 2019)
- Supervise use and cleaning of dressing rooms
- Decorate the stage area

Fair time -

- Greet 4-H educators from all New England States and instruct them on the time frames and use of the area.
- Conduct daily orientation each morning for 4-H youth and adult chaperones
- Assist wherever needed to help 4-H youth set up POD activities
- Supervise stage practice and instruct youth on how to properly use the microphone and sound system.
- Monitor youth activities throughout the day and address any questions and problems promptly
- Oversee the 4-H area throughout the day to ensure that POD activities are active, rules are being followed and stage is not left unattended
- Assist youth and adults with cleaning, packing and storage at the end of each day
- Organize 4-H youth for parade participation

Post Fair

- Wipe off and disassemble POD tables and store for off-season.
- Move information booth for off-season storage

- Take down all decorations in the POD and Stage area and store for the season;
- Return 4-H posters to the 4-H educators for each state
- Remove all photographs from the display
- Pack all flags, table and stage skirting
- Store all items in the 4-H office
- Return any equipment (such as the wireless mic) to the appropriate department
- Prepare and present report to New England Center manager and to the 4-H New England Center Council

Requirements

- Successful completion of at least three semesters (or equivalent) of college work
- 4-H program experience preferred.
- Driver's license and vehicle ownership or use of a vehicle is required (no transportation or travel expenses are provided)
- Ability to meet deadlines
- Ability to work with a wide range of ages (7 to adults, from a varied background)
- Experience working in a team setting with individuals of all levels and ages, including volunteers.
- Capacity to handle stressful situations in a positive, professional manner.
- Strong organizational and time management skills
- Flexible and creative approach to work with unforeseen changes.
- Excellent verbal and written communication skills.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- Ability to multi-task.
- Must be able to pass a CORI check.
- Ability to work independently
- Must be able to work the following schedule:
 - Pre Fair – schedule to be set up by intern to complete set up by 9/12. Work may be completed days, evenings or weekends.
 - During Fair- Friday-Monday 8:00 am to about 6:00 pm.
 - Monday, September 30- 8:00 am or earlier until area is packed up (about 8 hours total) – this may be flexible if packing is started Sunday evening (9/29)
 - Attend post fair meeting to be scheduled in October.

To Apply:

Please fill out our online application form - <http://tinyurl.com/BigEemployment> - and include your resume. Only completed applications that include a resume will be considered. Positions are open until filled; priority deadline March 19, 2019. Questions regarding the application process can be addressed to employment@TheBigE.com.

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Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.