



Eastern State Exposition - 4-H New England Center Coordinator

Purpose – To manage the 4-H New England Center youth program at The Big E.

Department – Agriculture

Supervisor- New England Center/Creative Arts Manager

Skills- Event Planning and Management
Public Speaking
Working with Youth

Work Activities-

Prior to Fair Opening- Set up 4-H Area prior to the Fair (set up tables, decorate area)

Fair time

- Conduct daily orientation each morning for 4-H youth and adult chaperones
- 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

Post Fair

- Clean and store all items for off season storage
- Prepare and present report to New England Center manager and to the 4-H New England Center Council.

Requirements

- 4-H program experience preferred.
- Prior experience working with youth preferred.
- Driver's license and vehicle ownership or use of a vehicle is required.
(no transportation or travel expenses are provided)
- 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.
- Ability to lift or move objects weighing 25 lbs.
- Ability to walk, sit and stand for extended periods of time.
- Must be able to pass a CORI check.
- Ability to work independently
- Must be able to work the following schedule:
 - Pre Fair –set up to be completed 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 – Pack up

Send resume and cover letter to: tbrown@thebige.com