

Hunterdon County 4-H & Agricultural Fair

Barn Supervisor Job Description

Thank you for serving in the important role of barn supervisor. Barn Supervisors will need to oversee the following:

- Operations of the barn, set up, clean up and barn layout.
- Create a good working relationship with other named supervisors and clubs.
- Oversee safety of herdsman, animals and spectators.
- Contact County 4-H Staff if there is an issue.
- Oversee proper barn coverage.

Barn Supervisors responsibilities follow:

- At least one barn supervisor (adult) has been selected from each goat club.
- Barn Supervisors are selected to help ensure the safety and well being of our club members and animals. 4-H members, parents, and leaders are expected to follow the 4-H Code of Conduct. You are asked to oversee the barn to make sure the Code of Conduct is followed. You will have the right to contact the 4-H Fair Manager and/or 4-H personnel if such conduct needs to be addressed.
- As Barn Supervisor, you will be the "go to" person to help resolve any issues. You will be asked to help design a layout that works for the entire goat project. The layout should use barn space to the best of its ability. A special meeting will be held to plan a layout. You should work with your club leaders to design a layout which you then will present to the rest of the group.
- The Barn Supervisors will have the authority to enforce barn rules and expectations of members, parents and leaders.
- The Barn Supervisors will be in charge of all barn related activities which include barn set up, clean up, and show safety issues.
- Barn Supervisors are responsible for familiarizing themselves with the 4-H general rules and procedures for the fair and enforcing them to the best of their ability.
- Smoking is prohibited in or near the 4-H barns, tents, and buildings at all times. Please enforce this politely, calling security if there are any problems and reporting them to the agent and fair committee.
- Alcoholic beverages are not permitted anywhere on the fairgrounds. Please enforce this politely, calling security if there are any problems and reporting them to the agent and the fair committee.

Barn Supervisors responsibilities regarding herdsmen:

- Please make sure you know who appointed the herdsmen/people are for your barn and make sure they know who you are.
- We are depending on the 4-H club leaders and Barn Supervisors to help inspire the herdspersons to keep the barn clean, the animals fed, and watered as well as insuring the health and safety of the animals and spectators.
- Make sure the herdspersons and adult chaperons understand the herdsman duties. A copy of which is attached and will be posted in the goat barn.
- Make sure that the only people in the barns after 10:30 are the appointed herdspersons. All others are to be politely asked to leave. In the event that they do not, security should be called to remove them and their names should be given to the agent and or the fair committee in the morning. This does not need to be done in person as long as you make sure the adult chaperons each night understand and will enforce the rule.
- Be sure the lights go out in the barn at 11:30 each night. This does not need to be done in person as long as you make sure the adult chaperons each night understand and will enforce the rule.
- The night barn parents will be expected to help in the case of an emergency with a 4-H'er or 4-H animal. Health forms are on file for all herdsman in the 4-H office in the event medical treatment is needed. The location of the rescue squad and security will be announced at the fair. All emergency situations should be reported to the fair committee and agent in the morning.
- Hay and straw can be obtained from the tractor trailers parked behind the dairy barn.

Thank you for agreeing to do this important job. I hope you enjoy being with our terrific kids and have a wonderful experience at the fair! All of 4-H appreciates your help.

Funny money will be distributed to each club. It is the duty of the club leaders to divide the funny money appropriately among herdsmen.

Duties of the club leaders:

- Turn in schedule of herdsmen on nightly duty to the 4-H office.
- Be sure all herdsman and members complete youth permission form and Herdsman application with photo.
- Be sure all overnight barn parents hand in Adult Agreement Forms to the 4-H office.