



# Livestock Show and Sales Coordinator

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## **VOLUNTEER POSITION DESCRIPTION**

Kentucky 4-H Program  
The University of Kentucky Cooperative Extension Service  
The University of Kentucky

## **POSITION TITLE:**

Livestock Show and Sales Coordinator

## **TIME REQUIRED/DURATION OF APPOINTMENT:**

Approximately 2-3 hours per month; 6 months preferred (April - September)

## **LOCATION:**

May work out of Extension Office or at home

## **GENERAL PURPOSE:**

Give leadership to 4-H/FFA Livestock Show and Sale by serving as a liaison between the county Extension Office, 4-H professionals, FFA vocational Educators, Sales Committee, Sale Buyers and 4-H/FFA Livestock members

## **SPECIFIC RESPONSIBILITIES:**

- \*Recruit planning committee for show and sale
- \*Develop plan of action and rules for show and sale (April)
- \*Orient volunteers, parents and livestock exhibitors
- \*Schedule facility for show and sale
- \*Develop database of prospective buyers
- \*Design and distribute show/sale promotion brochure
- \*Hire judge for show
- \*Assign volunteer tasks for event and orient volunteers to their duties
- \*Advertise sale to prospective buyers throughout the community utilizing a variety of media and means
- \*Recruit sales force (Auctioneers, Ringmen, Clerks, Cashier)
- \*Secure auction and clerking supplies
- \*Arrange for support
- \*Work with Extension staff to develop a sales catalog
- \*Arrange for scales and P.A. system

**QUALIFICATIONS:**

- \*Must undergo the Kentucky 4-H volunteer application and screening process and be accepted as a volunteer
- \*Must complete the volunteer application process and be approved by the Youth Protection/Risk Management Committee
- \*Knowledge of business community (agribusiness, banks, insurance companies, etc.)
- \*Ability to develop a database (or work with Extension support staff to do so)
- \*Ability to organize information and delegate responsibility
- \*Ability to motivate and educate volunteers, parents, youth and community supporters
- \*Ability to be self-motivated; require minimal supervision

**BENEFITS:**

Staff support  
Use office supplies and materials  
Facilities for meetings  
Extension professional to consult and provide support

**SALARY:**

Unsalaries; Volunteer

**MENTOR/SUPERVISING PROFESSIONAL:**

County Extension Agent responsible and accountable for this position. Include:

Name

Title

Address

Phone

Fax

E-mail