

NYS Fair “Assistant Teen Assistant”

GENERAL DESCRIPTION:

An exciting, fast paced, fun working / learning experience for adults 21 years of age and older (One male and one female). TA's are employed by the New York State Fair to assist in the showcase of educational and informative 4-H Youth Development programs. This position requires a high level of leadership, teamwork, responsibility and trustworthiness as well as the ability to interact with youth, adults, and the general public in an appropriate manner. Acceptable and approved work habits and attitudes will be required: clean, neat, properly groomed; warm, friendly, outgoing and polite, self motivated, self-starter, positive, supportive, team player, cooperative, organized, and honest.

ELIGIBILITY REQUIREMENTS:

- ❑ Be 21 years of age or older, with previous supervisory / leadership and/or work related experiences.
- ❑ Flexibility and willingness to work until the work gets done.
- ❑ Willingness to reside in the youth building dormitories and follow established adult / chaperone dormitory rules and regulations.
- ❑ Attend pre-Fair Orientation with Supervisory Staff and 4-H Teen Assistants, Tuesday prior to first day of NYS Fair, and work late into the evening the last day, Labor Day, to tear down and clean up. Leaving early is not an option.
- ❑ A formal letter of interest along with resume, including at least two references, as early as possible, but no later than July 15th. Letter of application should include information as to why he/she should be hired for this position, and list previous work experience that may contribute to the success of the applicant in this position.

RATE OF PAY: \$60 per day.

SUPERVISION:

JoAnne Baldini and Celeste Carmichael, NYS 4-H Program Specialists, and Tom Dumas, NYS Fair 4-H Program Coordinator.

TRAINING AND ORIENTATION:

ATA's meet with Program Specialists and Building Coordinator at least once prior to NYS Fair to fully review expectations of the position. ATA will attend Training & Team Building Session Tuesday (two days prior to 1st day of NYS Fair) 1 PM – 9 PM, to engage in a variety of meaningful and fun activities with Staff and TA's, building on skills and abilities of individual team members. (Evening meal, snacks and beverages will be provided during this orientation session).

DESIRED SKILLS AND ABILITIES:

- Organizational skills
- Ability to manage time and duties appropriately, and to see what needs to be done without being asked
- Ability to follow-through with assigned tasks maintaining focus in a hectic, often distracting environment.
- Willingness to be flexible to ever-changing expectations, taking direction as well as directing others to perform designated tasks affecting the outcome of program
- Ability to lift and move tables and chairs, as well as other supplies and equipment
- Computer experience.
- Ability to work successfully with youth and adults.
- Creativity & Sense of humor.
- Previous leadership experiences, and/or other work related experience highly desirable.

- Personal knowledge and/or experience as a 4-H member, Collegiate 4-H Member, or 4-H Leader would be extremely helpful, but is not required.

TASKS TO BE PERFORMED:

Oversee TA's as they:

- Prepare youth building for county exhibits
- Prepare judging boxes for exhibit judging / Interacting with evaluators
- Prepare exhibit-judging area with tables, chairs and table covers.
- Clear areas of equipment and supplies, once events/activities are complete.
- Record exhibit / ribbon numbers using spreadsheet software.
- Maintain overall appearance and upkeep of youth building.
- Provide leadership for teen events and activities held evenings of each county rotation.
- Put up / take down signage as required
- Create signage materials for promotional efforts.
- Photograph activities happening to showcase State Fair effort for use on State 4-H Web page.
- Answer questions, running errands.
- Find creative ways to use existing supplies for unexpected events/activities as they arise.

Assistant Teen Assistant will also need to:

- Be on the lookout for things to be done.
- Pitch in as needed.
- Maintain calm demeanor no matter what the situation.
- Chaperone teens during late night hours after the youth building has closed and TA's are out and about. Curfew hour's change for TA's based on what has happened during the day. Normal curfew is no later than midnight but there have been exceptions to the rules based on good behavior.

Letters of interest should be submitted to JoAnne Baldini, NYS 4-H Office, 340 Roberts Hall, Ithaca, NY 14853, no later than July 15th of current year.