

NYS Fair Teen Assistant Position Description & Application Procedure

An exciting, fast paced, fun working / learning experience where teens, 16 years of age or older, are employed by the New York State Fair to assist Youth Building Superintendents in the showcase of educational and informative 4-H Youth Development programs. TA's work 8 hours per day with one day off during a 13-day time period. Perks to involvement include: making new friends, reconnecting with old friends, working with others as part of a team, gaining business and leadership skills while enhancing public speaking skills. TA's work in shifts, 8 a.m. to 11 p.m. TA's reside in the youth building dormitories and follow the same dormitory rules and regulations as any other youth/adult residing in the dorms. TA's are supervised by Building Coordinator, Tom Dumas and NYS Program Specialists, JoAnne Baldini and Celeste Carmichael. Assistant Teen Assistant (ATA) will oversee the work of TA's to assure that expectations and responsibilities of TA position are met. ATA will serve as Chaperone for TA's during evening and late night hours.

Teen Assistant position requires a high level of leadership, teamwork, responsibility and trustworthiness as well as the ability to interact with peers, Extension Educators, supervisors and the 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. While on duty, TA's will wear identifying /established shirts. 4-H appropriate dress, communications and actions will be followed at all times.

TA's are expected to attend TA Training Session on Tuesday (two days prior to 1st day of NYS Fair) from 1 p.m. – 9 p.m. Evening meal, snacks and beverages will be provided during orientation session. TA's will engage in a variety of meaningful and fun activities building on the skills and abilities of team members. TA's will stay in the dorms overnight and begin official duties as of Wednesday NOON. TA's will remain at the NYS Fair late into the evening the last day, Labor Day, to tear down and clean up. Leaving early is not an option. Daily rate of Pay: \$40 per day.

Desired skills and abilities for TA's as a team:

- Organizational skills
- Phone skills (answering, communication, etc.)
- 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
- Record keeping skills – ability to document outcome of events recording exhibits and ribbon counts.
- Computer experience with Word, Excel, Publisher
- Ability to work successfully with youth and adults
- Creativity & Sense of humor
- Public Speaking Skills / Emcee abilities / Ability to adlib when necessary
- Photography skills
- Previous leadership experiences, and/or other work related experience highly desirable.

Daily tasks performed:

- Preparing youth building for county exhibits
- Preparing judging boxes for exhibit judging / Interacting with evaluators
- Preparing exhibit-judging area with tables, chairs and table covers.
- Clearing areas of equipment and supplies, once events/activities are complete.
- Recording exhibit / ribbon numbers using spreadsheet software.
- General building upkeep as far as appearances.
- Leadership for teen events and activities held evenings of each county rotation.
- Putting up / taking down signage as required
- Creating signage materials for promotional efforts.
- Serving as Emcee for Produced in New York contest, Talent Showcase, and Teen Dance.
- Photography of activities happening to showcase State Fair effort for use on State 4-H Web page.
- Answering questions, running errands.
- Finding creative ways to use existing supplies for unexpected events/activities as they arise.
- Other duties as assigned.

Application for consideration for TA position will require a formal letter of application, stating why youth want to be considered. An overview previous leadership / work related experience is appreciated. Two references will be required: one from local county Extension Educator and another from a peer or other adult (should not be family member). Applications are due to the State 4-H office by July 15th of current year, to: JoAnne Baldini, NYS 4-H Program Specialist, 340 Roberts Hall, Ithaca, NY 14853.