

Douglas County Fair Internship

Position Description

This Position Description has been designed to indicate the general nature and level of work performed by the Douglas County Fair Intern. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned or asked of the position.

General Description:

Assist the Douglas County Fair Manager, the Friends of Extension Foundation Executive Director, and the Douglas County Fair Advisory Board to conduct the Douglas County Fair. Duties will include assisting in the planning, participating in the events of the fair, working with volunteers, and working with other fair staff.

Supervision:

This position shall work under the direct supervision of the Fair Manager.

Duties:

1. Assist with the planning of events of the fair.
2. Work with staff and volunteers to conduct the events of the fair.
3. Provide a written status report to the fair manager when requested.
4. Promotes good public relations and program participation, providing representation of the department in the community. Attends various meetings and makes presentations regarding the fair as needed.
5. Works to continuously improve the Fair following the mission, vision and values set for the Fair.
6. Keeps the Fair Manager informed of all activities and operations. Keeps the Advisory Board informed on items pertaining to their role.
7. Performs other duties as assigned.

Requirements

1. Knowledge and experience of Microsoft Office Programs including, but not limited to Outlook, Word, Excel and Power Point. Knowledge and experience in Quickbooks (accounting software) and Adobe Photoshop and InDesign are a plus.
2. Requires the ability to perform addition, subtraction, multiplication, division and to calculate percentages, decimals, averages (standard and weighted) and percentage changes (year-over-year, etc.).
3. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements including, but not limited to rapid keyboard use, lifting, moving, and stacking items.
4. Ability to physically perform tasks shall involve physical activity and effort, which may involve, lifting, carrying, pushing, pulling and moving of objects weighing up to 40 pounds.

5. Ability to recognize and identify similarities or differences between characters including, but not limited to colors, shapes, sounds and views associated with job relate objects, materials and tasks.
6. Working knowledge of agricultural practices, including animals.
7. Ability to work in adverse weather conditions.
8. Must possess a valid driver's license.
9. Must pass E Verify.
10. May be subject to a criminal background check.
11. May be subject to a background check to be around youths.
12. Job category – education and misc.
13. Type position – full-time for up to 3 months.
14. Salary – \$12/hour.