



### 4-H Day Chairperson Job Description

Each club that displays their projects in the 4-H Exhibit building is responsible for recruiting a responsible adult to serve one shift as 4-H Day Chair person.

- Day Chairpersons should consider themselves as ambassadors for 4-H. They should welcome all families, youth and leaders.
- Depending on shift, Day Chairpersons will be responsible for opening or closing the exhibit building.
- Day Chairpersons will be responsible for scheduling their own club's parents and youth to oversee the exhibit building during the Day Chairperson's shift. Parents and youth who help monitor the exhibit building should be promoting 4-H by answering visitor's questions, passing out brochures, doing demonstrations, etc.
- Day Chairpersons serve as information guide.
- Day Chairpersons may be asked to participate in the fair resolution process.

### 4-H Day Chairperson Checklist

	Assign your 4-H Club families for monitoring of 4-H Exhibit Building. Their block of time & dates are the same as yours as Day Chair. Minimum of 2 families an hour. Adults need to be present.
	1-2 weeks prior to fair, remind your 4-H Club families about their scheduled date & time to be at 4-H Exhibit Building. Remind them of their duties & responsibilities.
	1-2 weeks prior to fair, obtain copy of latest 4-H Day Chair Schedule
	1-2 weeks prior to fair, contact the 4-H Day Chair assigned before your scheduled date & time, to make introduction.
	Arrive 10-15 minutes before your scheduled time to review the day's progress with the leaving 4-H Day Chair.
	Sign in at 4-H Exhibit Building and put on 4-H Day Chair badge.
	Have your 4-H Club families sign in at 4-H Exhibit Building.
	If you are opening barn in morning, place items back outside under overhang that may have been placed inside for the night.
	Make sure your club is monitoring building to prevent theft, prevent breakage to projects, sweeping inside and outside 4-H Exhibit Building and picking up trash.
	Make sure your club is promoting 4-H, promoting your club, handing out brochures, answering questions.
	Make sure your club does a presentation or show a video of their club or club member 4-H activities.
	You are to serve as information guide, 4-H promoter, and as needed participate of the 4-H resolution process.
	When the next 4-H Day Chair signs in, review progress of day with them.
	Make sure you and your club sign out after the completion of your scheduled time block.