

<b>Job Title</b> Assistant Coordinator – Student Showcase / Best of K-6 <sup>th</sup> Grade Exhibit	
<b>Hourly Pay Range</b> \$17.00 - \$20.00	<b>Time-base</b> 119-day Part-time, Seasonal, Temporary
<b>Job Overview</b> This position performs a variety of duties in support of the Exhibit Supervisor including communicating with staff and customers, keeping records, and maintaining the Student Showcase and/or Best of K-6 <sup>th</sup> Grade Exhibits, that are within the Agriculture and Education Department.	
Duties and Responsibilities include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• Direct and supervise exhibit workers and volunteers in a variety of tasks.</li> <li>• Review timecards and records of employees and volunteers' work.</li> <li>• Interacts with exhibitors and guests to provide accurate information and assistance to ensure guests have an enjoyable experience.</li> <li>• Maintains a positive, team focused attitude.</li> <li>• Assists in the set-up, maintenance, and tear down of exhibits.</li> <li>• Performs manual labor and uses tools to install exhibits, display entries and set up interactives.</li> <li>• Cleans and maintains exhibits, which may include using tools and equipment.</li> <li>• Assists children with various activities.</li> <li>• Keeps abreast of fair information in order to answer questions and concerns with timely and knowledgeable responses in person or on the phone.</li> <li>• Keeps schedule commitments.</li> <li>• Practices good physical work methods, utilizes good work habits, and meets established production standards.</li> <li>• Wears proper personal protective equipment (e.g., gloves, goggles) and always works in a safe work environment.</li> <li>• Performs other related duties as assigned or requested when needed.</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Appreciation for youth art and creative projects.</li> <li>• Excellent communication skills and ability to supervise small groups of various ages and abilities.</li> <li>• Strong organizational skills with an emphasis on record keeping and communication.</li> <li>• Prompt attitude with regards to correspondence and processing paperwork.</li> <li>• Basic understanding of Word, Excel, Outlook and pdfs.</li> <li>• Excellent customer service and ability to work cooperatively with team members and others.</li> <li>• Follows oral and written instructions.</li> <li>• Ability to lift up to 30 pounds.</li> <li>• Ability to alphabetize and order numerically.</li> <li>• Ability to work independently after receiving direction.</li> </ul>	