

# Elko County 4-H Livestock Sale Coordinator and Livestock Show Assistant Position Description

**Purpose:** Manage the 4-H Livestock Sale and assist in coordinating the Livestock Show activities.

**Responsible to:** Elko County Office of University of Nevada Cooperative Extension

**Salary Range:** \$3,500 – \$4,500; approximately 250 hours

**Time Commitment:** July 15 – August 15 20 hours per week  
August 16 – September 10 40 hours per week  
September 11 – October 15 10 hours per week  
Attend December 4-H Livestock Sale Committee Annual Meeting 3 hours

## Qualifications:

- Experience managing volunteers
- Strong verbal and written communication skills
- Strong organizational and time management skills
- Excellent interpersonal skills
- Ability to work independently
- Experience leading positive youth development activities
- Experience managing conflict
- Understanding of livestock auctions and youth shows
- Ability to read and create financial and livestock reports and set resale prices

## Responsibilities:

- Recruit and manage volunteers to carry out the activities of the 4-H Livestock sale and show
- Assist the Elko County 4-H Coordinator in planning, organizing, implementing, and evaluating the Livestock Show
- Coordinate all sale activities with the sale committee and determine assignments and deadlines
- Work closely with the sale committee secretary/treasurer position to contact program sponsors and arrange for scale certification, brand inspection, auctioneer, and night watchman
- Coordinate communication and transportation of live animals to harvest facilities and return transportation of meat to buyers
- Work with fairgrounds staff to set up show and sale rings, panels, numbering material for animals, and preparing grounds for show and sale
- Work with sale committee and sale secretary to coordinate resale, cutting instructions
- Prepare and post sale order list
- Work with 4-H youth to promote the sale by visiting businesses and media outlets
- Write press releases and assist sale committee in publicizing the sale and sale results