

## **Internal Job Title: Livestock Coordinator**

### **Reports To: General Manager**

#### **Position Summary**

Directly responsible for the coordination of the various aspects of the Livestock department as determined by the KVLS Board and the General Manager. Work to create a positive experience and awareness of the organization objectives, functions, and organizational alignment.

#### **Essential Functions and Responsibilities**

1. Assist the General Manager with all fair programs and day-to-day operations.
2. Refine core processes by updating and maintaining the Martech/ShowWorks program for all competitive livestock entries, setting up all online entries on website, downloading entries into the system reconciling all online payments, and working with staff and part-time fair employees with processing of entry forms.
3. Contact and hiring of judges for competitive livestock events. Responsible for negotiating prices, research flight price range, prepare contracts and organize/reserve hotel room. Coordinate with fair volunteers, judges arrival at airport, transportation to hotel, fairgrounds, and back to the airport for departure. Process all paperwork for payment of their services.
4. Oversee and coordinate competitive livestock related events to include scheduling, barn oversight and overall livestock operations and logistics.
5. Work with the management team, staff, and other contributors to develop, budget, and implement a financially successful annual Osceola County Fair.
6. Serve as coordinator overseeing the aspects/meetings and operations of assigned Livestock Committees.
7. Maintain a strong working relationship with the Department of Agriculture, FFA and 4-H Leadership, other fairs/livestock shows, and various organizations that support and promote agriculture. IE. IAFE, Florida Federation of Fairs, FFEA, OABA, NICA, etc.
8. Develop and maintain accurate operational procedures pertaining to livestock competitions and coordinate staff/volunteers to maintain detailed exhibitor databases. Martech/ShoWorks experience is preferred.
9. Determine guidelines for and negotiate terms and conditions of livestock contracts, including judges' and professional services contracts.
10. Work closely with the entry management program development, entry book revisions, registration, and compliance.
11. Understand principles of biosecurity and animal husbandry. Work closely with regulating bodies and authorities to maintain best practices and standard operating procedures.
12. Work with the General Manager and livestock committees to support livestock events and activity; assist in the pursuit/recruitment of future shows and sponsorship.
13. Respond to inquiries from and regarding competitive exhibitors.
14. Oversee, coordinate, and prepare the annual Premium Book with the assistance of the committees and the General Manager.
15. During the fair, work with volunteers and fair-time staff on all show reports, catalogs, etc. Responsible for making sure all show information is updated after check-in and all reports are completed (Judging Sheets, Show Catalogs, etc.). After the fair, work with Agribusiness Assistant on all ending reports (National Breed Reports, Placing Summary by Breeds, Animal/Exhibitor numbers, etc.).
16. Maintain livestock social media accounts & livestock website with current information.
17. Oversee fair-time employee and assist them with all data entry of all livestock entries. Pull all reports and catalogs for show superintendents. Work with fair-time staff to process all entries into Showworks for open and youth beef and dairy entries. Responsible for making sure all show information is updated after check-in and all reports are completed (Judging Sheets, Show Catalogs, etc.). After the fair, work with Agribusiness Assistant or fair-time staff on all ending reports (National Breed Reports, placing summary by Breeds, Animal/Exhibitor numbers, etc.). show results and processing premium checks.
18. Maintain and update all non-profit sites, including but not limited to GuideStar, SAM.gov, and Grants.gov.
19. Assist in the application for fairgrounds sponsors year-round.
20. Work with General Manager/Reception to assist in off-season events.

21. Effectively communicate with chapters & clubs about upcoming deadlines & registrations via multiple platforms
22. Reinforce and enable a culture that effectively drives our customer value proposition.

### **Projects**

1. Planning of all livestock related events, including livestock awards, competitions, livestock auctions during the fair and throughout the year.
2. Oversee the State of Florida Grant applications, current grant processes, and record keeping.

### **Skill Requirements**

1. Excellent customer service skills: Must treat all exhibitors with courtesy and respect and be willing to go above and beyond while assisting them with their entry needs.
2. Strong planning skills: Able to manage multiple projects simultaneously; determines project urgency in a meaningful and practical way; uses goals to guide actions; organizes and schedules people and tasks.
3. Impeccable accuracy: Able to perform work and job function with precision and accuracy. Realizes that errors can have a significant impact on desired results and is able to avoid errors in almost all circumstances.
4. Effective project management skills: Able to develop plans that are effective in attaining established goals; garners resources and defines processes to complete a project; manages progress and implements mid-stream changes as needed.
5. Excellent interpersonal communication skills: Able to relate effectively to a wide range of people, personalities, and demographics; can “connect” on a professional level with others in a variety of circumstances so that others are comfortable.
6. High energy level: Able to respond well to demands on time and generally works at a brisk pace while not compromising quality of work; good time utilization and a capacity for a fast-paced environment.
7. Strong understanding of policies and procedures: Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures.
8. Ability to manage effectively and prioritize tasks to meet deadlines.
9. Flexibility to adapt to changing priorities, tight deadlines, and evolving projects while maintaining a commitment to accuracy.

### **Educational/Experience Requirements**

- ✓ Bachelor’s degree preferred, preferably in an agriculture related field.
- ✓ Experience in the background operations of livestock competitions and livestock judging preferred.
- ✓ Knowledge of animal husbandry principles and experience with 4-H and FFA. Minimum of 3 years of experience.
- ✓ Experience in planning, organizing, and managing fair agriculture exhibits and event layouts for presentation to the public.
- ✓ Experience organizing fair competitions.
- ✓ Knowledge of trends in education and agriculture exhibits outside of the fair industry.
- ✓ Knowledge or experience with the logistics and operational elements of fair, exhibit, competitive, educational, and agricultural programs that educate the public and accomplish the organization’s mission.
- ✓ Excellent presentation and oral and written communication skills.
- ✓ Strong working knowledge of Microsoft Office, Martech/ShoWorks, and Access programs preferred.

### **Job Complexity**

This position requires a high level of judgment, analytic ability, and creativity, such as investigating moderately complex problems or situations, analyzing information, and communicating recommended solutions. Job also requires working outside of a 40-hour workweek. Many include late evening meetings and working on weekends.

**Supervision**

This position receives direction from the General Manager/CEO who will establish broad goals. This position reports directly to the General Manager. The employee participates heavily in setting work objectives.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ✓ Clerical skills, organizational skills, and accounting/bookkeeping skills are preferred.
- ✓ Strong computer skills utilizing technology for successful job performance necessary.
- ✓ Must be able to multitask.
- ✓ Ability to work, nights, weekends, and holidays on an on-call basis, when needed.

***Teamwork \* Positive Patron Experience \* Customer Service \* Efficiency/Effectiveness***

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Duties are performed partially in an office setting. Operates computer and standard office equipment, such as telephone and copier/printer. Must be able to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, and occasionally lift or move (more than 20 pounds). Environmental elements include some exposure to wetness or humidity, work near mechanical parts, work in high places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme temperatures (non-weather), risk of electrical shock, and risk of radiation.