

Clay County Fair Association, Inc.
Program Coordinator
Job Description

Program Coordinator: Will handle incoming phone calls and other communications, greeting guests and visitors, as well as managing files, updating paperwork and other documents, order office supplies and performing other general office duties and errands.

As of this posting the RV Park is being handled by an RV Park host, in the event the host is not available or leaves, the Program Coordinator will handle RV Park questions, reservations and work closely with the RV Park host on all aspects of the RV Park.

Program Coordinator:

- a. Prepare letters, invoices, contracts and other documents as needed.
- b. Making copies of documents as needed.
- c. Keep office forms up to date.
- d. Maintain fair databases
- e. Keep up with all Certificate of Liability Insurance Certificates.
- f. Collect the fair mail and distribute.
- g. Order uniforms for Superintendents, Staff and Directors.
- h. Order name plates for board photos and Honorary Board & Chairman Plaques.
- i. Order badges and business cards for Directors.
- j. Attend needed conferences/classes at the request of the Executive Director.
- k. Assist all Director's with fair needs.

Database:

Keep the following databases current:

- a. Board of Directors & Staff
- b. Advisory Panel
- c. Honorary Board
- d. CCFA Membership
- e. All Committee's, Directors & Members
- f. Ex-Officio Directors
- g. Superintendents / Assistants / All Volunteers
- h. Livestock Buyers
- i. Patron Life Members
- j. County Entities
- k. Livestock (Swine & Steer) participants fair entries for all show competitions
- l. Assisted Living Facilities
- m. Sponsor and Marketing

Luncheon:

- a. Coordinate and mail out all invitations
- b. Prepare placemats for the luncheon
- c. Ensure sound is working correctly and troubleshoot where needed.
- d. Prepare items to be given out at the luncheon.

Policy and Procedures Notebook:

- a. Continuously update and add to the database. Review with Executive Director for possible updates.

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Ticket sales:

- a. Sell presale tickets, gate, midway and concert tickets
- b. Put together sponsor, media and marketing tickets
- c. Coordinate Fair Tickets with Directors and Superintendents.

Office Volunteers:

- a. Train and schedule office volunteers during the fair.
- b. Primary contact for office volunteers during fair time.

Vendors:

- a. Keeping up with all vendor liability insurance certificates
- b. Forward vendor applications from the website to the Office Manager

Exhibitor Rules & Regulations:

- a. Update all show rules and regulations each year for Superintendent feedback and Director approval.
- b. Update all show online entry forms for Superintendent feedback and Director approval.
- c. Post rules and entry forms to the website once approved.
- d. Distribute information about shows if requested by Superintendent/Director.
- e. Forward all entries of each show to Superintendents.

Livestock:

- a. Handle all registration forms for the Youth Livestock Steer & Swine Sale
- b. Order buyer plaque and the distribution of the plaques to participants
- c. Check all record books for livestock participants
- d. Keep up with a spreadsheet of all the requirements of each livestock participant.
- e. Send relative information to all livestock buyers, includes invitations to livestock buyer dinner. Provide registration forms and tickets to all livestock buyers.
- f. Assist swine/steer superintendent on the buyer letter collection and mail out

Badges:

- a. Works with the Logistics Director on all fair related badges.
- b. Helps the Logistics Director with badge list and distribution.

CCFA Inventory & Handbooks:

- a. Coordinate physical inventory annually and post deletions and/or additions as they occur during the year.
- b. Prepare spreadsheet for records to be included in the yearend report.
- c. Create job manuals for areas if requested.

Marketing & Sponsorship:

- a. Assist the Executive Director in creating and distributing fair information to churches, assisted living facilities, media, sponsors, marketing partners, etc.
- b. Assist Executive Director in preparing the fair newsletter as needed.

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- c. Prepare the daily schedule book for input from all Directors, Executive Director and proof-reading committee. Once all changes have been made, send to the Executive Director for processing.
- d. Work with Clay Today on preparing the Official Fair Guide. Gather relative information from all Directors for their input. Send draft to Executive Director for approval.
- e. Update the sponsorship packet as requested.
- f. Process sponsorship contracts once initiated.
- g. Prepare sponsor & media packets to include tickets, parking passes, etc.
- h. Responsible for the TDC reimbursement submission and renewal application each year.
- i. Responsible for submitting award entries to our associations.
- j. Work with fair photographers and social media teams during the fair to collect photos and organize them in folders.
- k. Prints/Designs banners and signs on the banner machine for directors as requested.
- l. Other duties as assigned.

Multimedia

- a. Produce website / social media marketing report prior to each months Board of Directors meeting.
- b. Responsible for updating content and information on the website, which includes the RV Park. Work with directors and Executive Director to ensure information is correct.
- c. Responsible for updating the LED sign with information and ensure rentals are posted accordingly.
- d. Responsible for updating social media platforms as requested.
- e. Work with Saffire on updates of the website as needed and attend classes that Saffire offers regarding our website.

Entertainment:

- a. Post all entertainment / schedules to the website
- b. Assist with any signage or seat numbering for entertainment area.
- c. Assist with ordering supplies, if needed or requested.

Grounds:

- a. Keep up with property requests and rentals.
- b. Inform Grounds Director of upcoming rentals.

RV Park: (if host is not available)

- a. Responsible for receiving payments from guests.
- b. Responsible for invoicing weekly and monthly guests.
- c. Answer phone calls and emails regarding the RV Park.
- d. Schedules all registrations -The registration for the RV Park is either received by email at info@claycountyfair.org or in office by form (O-077).
- e. Inform RV Park host on incoming reservations.
- f. Place the name of guest, date of arrival and number of days staying on the RV Park layout board in the Program Coordinator 's office.

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- g. The same information as above will also be place on the Program Coordinator 's computer in the outlook calendar. A printed-out calendar with the same information will be given to the RV Park Host.
- h. Work with the RV Park host to ensure maintenance requests are passed along to the Executive Director.
- i. Work with the RV Park host on all information pertaining to the RV Park, including after-hours check in and unpaid guests.
- j. Inform Executive Director of incidents or items needing addressed.

General Duties:

- a. Assists Executive Director in preparing various documents.
- b. Assists Directors in preparing various documents.
- c. Attend meetings that the Chairperson and/or Executive Director may request.
- d. Other duties as assigned.