

## **Boulder County Fair Coordinator Job Description – 2021**

### **Job Summary:**

1. Manages all day-to-day operations of the Boulder County Fair.
2. Functions as the point person for the Boulder County Fair with fair patrons and external organizations.
3. Includes email and phone communication, operations and logistics of tasks before and during fair
4. Attends meetings of the Board of Directors as invited.
5. Supervise and coordinate office staff and volunteers before and during fair.

### **Financial and Accounting:**

1. Perform accounting functions (receive checks, invoice sponsors and vendors, make deposits, provide information as necessary for board, complete all necessary internal and external reports.)
2. Responsible for the receipt and accounting of funds being paid to the organization, including all fundraising transactions.
3. Coordinate the issuance of premium checks to exhibitors and livestock sale participants.

### **Budgets:**

Be familiar with operating budget approved by the board and ensure all budgetary allocations are adhered to.

### **Communication:**

Maintain positive relationships and open and timely communication with Fair Board, Boulder County Commissioners, CSU Extension office, Parks and Open Space, including Fairground and Contract Administration, Sheriff's Department, Risk Management, Department of Public Health, and Resource Conservation.

### **Office Oversight:**

Provide oversight for office support staff and volunteers, answer email and phone calls, perform filing and copying.

### **During Fair:**

1. Acts as point of contact, in conjunction with Fair Board, CSU Extension and Fairgrounds staff for all aspects of Boulder County Fair each day.
2. Expected to be on site each day of fair.