

OAKLAND COUNTY 4-H FAIR ASSOCIATION

Summer Office Staff

POSITION DESCRIPTION AND PURPOSE: To assure the efficient and effective operation of the Oakland County Fair Office.

Primary Duties

1. Assist with general office work
 - a. Answer phone, answer questions or refer calls to appropriate person.
 - b. Keep the office in a clean, orderly, manner.
 - c. Greet visitors and direct inquiries, especially during Fair
 - d. General responses to inquires
 - e. Make copies
 - f. Other Office functions as needed.
 - g. Sell Mega passes and parking passes (Must be 18 or over to handle money)

2. Assist the Assistant General Manager with the social media presence of the Oakland County Fair
 - a. Using the current branding material of the Oakland County Fair maintain regular posting on all social media platforms, ie facebook, Instagram, twitter, tiktok etc
 - b. Respond to comments and questions as appropriate
 - c. Monitor social media ad campaigns

3. Volunteers
 - a. Working with our Volunteer Coordinator to
 - b. Create sign ups with descriptions of jobs on our signup genius for each area requesting volunteers
 - c. Create reports of volunteers for the various areas
 - d. Contact volunteers with reminders and updates

4. Read & Ride Program
 - a. Working with our Daily Events Coordinator create a marketing campaign for the 2023 Read & Ride program
 - b. Create/update contact list of Oakland County libraries
 - c. Distribute the campaign to participating libraries
 - d. Facilitate the collection of redemption bookmarks
 - e. Support awarding of prizes

DIRECTLY ACCOUNTABLE TO GENERAL Manager and ASSISTANT GENERAL MANAGER and the Board of Directors. An annual performance review will be completed at the end of the internship.

WORK SCHEDULE

This position will begin in May and end at the end of July- beginning of August.