



APPLICATION FOR EMPLOYMENT

ST. CROIX COUNTY FAIR, INC.

SUMMER OFFICE ASSISTANT

RETURN TO: Gail Maier, President

DUE: May 10, 2013

1015 80th Ave

Roberts, WI 54025

www.mmaiergail@aol.com

PLEASE COMPLETE FULLY USING A DARK PEN.

Date: _____

Name: _____ E-mail: _____

Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

MOST RECENT EMPLOYMENT—List employer, location, job title and dates

REFERENCES – List at least three

Name:

Address:

Phone:

Please give a brief summary of your 4-H background and/or experiences at our county fair that would help you in this position

Please summarize why you are considering the position of St. Croix County Fair Summer Office Assistant:

I understand all the information on this application to be true and complete to the best of my knowledge and any false information may disqualify me for this position

Signature: _____ Date: _____



SUMMER OFFICE ASSISTANT

QUALIFICATIONS

- Knowledge of St. Croix County Fair
- Background in 4-H activities and programs
- Organizational skills
- Computer skills – including ability to learn and use new computer programs
- Physical ability to carry boxes of supplies
- Current Driver's License and automobile to drive to events

RESPONSIBILITIES:

- Collect County Fair Entry Forms and input information in computer
- Input Judging Results from the fair
- Print entry tags and prepare entry envelopes for distribution
- Print County Fair Show Catalogs
- Work with Joan Sprain to conduct the Clothing Revue
- Work with Joan Sprain to conduct the Foods Judging and Foods Revue
- Work with Marie to coordinate the Cat Show
- Recruit fair helpers –work with 4-H intern for this
- Fair Clean Up – July 10th
- Organize and conduct Style Revue Friday at the Fair
- Prepare Fair Winner and Champion News Press Releases
- Collect and box up office supplies
- Print Premium Checks
- Prepare State report sheet of premiums/department and exhibit numbers
- Work as needed in the Fairgrounds office during the fair
- Other office jobs as needed during the summer

