

Fair Intern Job Description

Reports to: GCFFY Fair Coordinator

Job Summary:

Provide positive frontline support for Gratiot County Fair for Youth. Accurately organize and manage fair exhibitor enrollments by utilizing existing software. Provide leadership to certain fair events. Effectively be able to communicate with donors, sponsors, volunteers and exhibitor programs and services offered through GCFFY.

Essential Functions:

- Provide accurate and consistent data entry including entering fair classes and exhibitor entries using Fair Entry.
- Service clients with a positive and friendly attitude and handle questions they may have while greeting customers at the door, provide them with basic information about the fair and answering phones.
- Contacting fair donors, sponsors, volunteers, and exhibitors.
- Planning and implementing special events, educational programs, and fundraisers.
- Accurately handle money received from clients and provide receipts.
- Provide basic office functions such as filing, cleaning, and organizing.
- Assist fair superintendents by providing them exhibitor information, help with organizing events, and contacting exhibitors.
- Create basic informational, publicity, and marketing materials.
- Provide assistance at the fairgrounds including cleaning and setting up for events.

Additional Responsibilities:

- Assist with tasks as assigned by the Fair Coordinator.

Skills and Qualifications:

- Self motivated individual who can find things to benefit the GCFFY in the absence of listed work.
- Detail oriented to accurately enter data.
- Excellent and professional verbal, written and electronic communication skills.
- Positive and friendly attitude.
- Experience running all MS Office applications including MS Publisher.
- Basic bookkeeping/accounting knowledge.
- Ability to work some weekends and nights especially during the fair.
- Demonstrate extreme discretion handling confidential information and money.
- Easily be able to access fair information.
- Ability to use standard office equipment.



Gratiot County Fair for Youth
 701 S. Lincoln Ave. Phone 989-466-5071
 Alma, MI 48801 Email info@gcffy.org

Job Application

Personal Information

Last		First		Middle	Email		
Street Address			City	ST	Zip	Home Phone	Mobile
Are you entitled to work in the United States?				Are you 18 or older?			
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? If yes, please explain:							
What position are you applying for?				How did you hear about this position?			
Expected Hourly Rate	Expected Weekly Earnings			Date Available			

Prior Work Experience

	Current or Most Recent		Prior		Prior	
Employer						
Address						
City, State, ZIP						
Telephone						
Name of Immediate Supervisor						
Dates of Employment	From	To	From	To	From	To
Position/Job Title						
Pay						
Reason for Leaving						
May We Contact						

Provide additional page with three work references with name, title, address, phone number and email if available.

Education

	Name/Location	Last Year Complete				Degree	Major
High School		9	10	11	12		
College/University		1	2	3	4		
Trade School							
Other							

List any applicable special skills, training or proficiencies.

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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