

Ottawa County Agricultural Society POSITION DESCRIPTION

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| Job Title: | Summer Intern / Summer Staff Position |
| Reports to: | Executive Officers, OCAS (Fairboard) |
| Job Status: | Part time to Full Time Seasonal |
| Salary Range: | \$12-15 per hour |

Job Summary

This Seasonal Intern/Staff position is responsible for assisting the Senior Fair Board with facility management of the Ottawa County Fairgrounds and preparation and clean-up of events, including the Ottawa County Junior Fair. This position is ideal for a summer job, college internship, teachers on summer break, or retirees. Primary responsibilities will be mowing, weed whipping, painting, banquet clean-up, occasional office work, cleaning, and other tasks that prepare the grounds for the visiting public. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Ottawa County Ag Society and the Sr. Fairboard.

Essential Knowledge, Abilities and Skills, Education

- At least 16 years old.
- Ability to work with minimal day to day supervision
- Experienced operation of tractors, lawnmowers, and hand tools.
- Favorable References
- Valid Ohio Driver's License

Essential Functions of the Position

1. Work to make the grounds presentable to the public.
2. Assist in preparing banquet hall for rentals
3. Assist in preparing for the fair and events
4. Assist with office file management and mailings.
5. Assists partner groups such as 4-H and FFA.

Job Location

The Ottawa County Fairgrounds.

Job Duration

Work could begin upon selection or coordinate with school break schedule.
Work hours are negotiable.

Equipment Used

Ottawa OCAS provided tractors, mowers, and other various tools.

Physical Requirements

Able to lift 50 pounds and walk over rough terrain.

Critical Skills/Expertise

Able to work independently. Creative thinking. Problem solving. Multi-tasking. Work closely with others.

Other Responsibilities

As assigned.

Ottawa County Agricultural Society is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the OCAS will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION FOR EMPLOYMENT OTTAWA COUNTY AGRICULTURAL SOCIETY

PLEASE PRINT CLEARLY OR TYPE

Application Date _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Contact Information _____
Home Phone Cell Phone Email Address

Are you legally eligible for employment in the United States? (Proof of citizenship or immigration status will be required upon employment.) _____ Yes _____ No

List what level of Education or Training you have completed:

Do you hold a driver's license or any other certificate for trainings completed?

List any equipment or machines you have experience operating:

Personal reference: Persons you have known for at least one year. (eachers, relatives, co-workers

Name & Occupation _____

Address _____

Telephone _____

Years Known _____

Briefly describe the experience, education, training and other factors that qualify you for the position you are applying for.

APPLICANT STATEMENT AND SIGNATURE Please read the statement carefully. Signature is required for application to be complete. I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to any employment with OCAS and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from service when it is discovered. I expressly authorize OCAS, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job related information that will assist in this process. I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, criminal record check, valid and acceptable driving record, physical, and psychological tests. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by OCAS at any time. I understand that no representative of OCAS is authorized to make any assurances to the contrary and that no implied, oral and written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority. I certify that all information I have provided in order to apply for and obtain employment with Ottawa County is true, complete, and correct.

Applicant Signature (Required)

Date Signed

Return to: Ottawa County Ag Society, 7870 W. State Rt. 163, Oak Harbor, OH 43449 or email ocfair@amplex.net