

Winnebago County 4-H Youth Development Volunteer Opportunity
Position Title: 4-H Dipper Supply Manager



Background:

- The 4-H Dipper is the food stand that 4-H operates during the Winnebago County Fair, Wednesday-Sunday. 4-H members, leaders, and parents work together to prepare, run, and clean the 4-H Dipper. The 4-H Dipper provides 30% of the income for the Winnebago County 4-H Leaders' Association which directly off sets the cost of 4-H events and activities to keep 4-H affordable.

Term of Responsibility/Time Commitment:

- 10-20 hours January-August
- 5-10 hours during fair for ongoing supply management

Responsibilities:

- Based on determined menu set by 4-H Dipper Managers, investigate prices for needed supplies (food, paper goods, cleaning supplies, etc.) to get the best price and product.
- Be familiar with existing supply inventory from previous years.
- Purchase/procure supplies needed for the 4-H Dipper.
 - Arrange for delivery or pick-up needed items prior/during fair.
 - Record amount of product purchased and from what vendor (including their contact information). Turn in records to the Extension Office.
- Work with 4-H Delivery Supervisor to determine who will purchase & deliver items to the dipper that will not be delivered.
- Check daily on supplies and place orders or purchase supplies as needed.
- At the end of fair, inventory remaining supplies and work with 4-H Dipper Managers and clean-up team to:
 - Store items that can be kept in the 4-H Dipper until the following year
 - Prepare product for returns that is picked up by vendors (Omro Dairy and Beck's), returned to other places, or to be taken to the Extension Office (e.g. Nacho Cheese, Hot Fudge Sauce).

Qualifications:

- Written and oral communication skills
- Ability to negotiate
- Ability to work independently
- Ability to keep records of contacts, supplies purchased, from where, cost, etc.

Relationships:

- Reports to the 4-H Dipper Manager(s)
- Supplies reports to the 4-H Youth Development Staff

Resources & support available:

- 4-H Dipper Manager(s)
- 4-H Youth Development Staff

Training Required:

- Orientation on responsibilities, approximately 30-60 minutes

(over)

Benefits:

- Working as part of a team for the common goal of helping youth learn practical living skills of
 - Food preparation
 - Customer service
 - Math skills
- Giving back to the 4-H community
- Giving back to the larger community

Salary: unsalaried, volunteer