

Junior Coordinator, United Suffolk Sheep Association

TITLE/JOB DESCRIPTION

PURPOSE: To assist in carrying out the mission of the USSA (“To define, register, promote and improve the Suffolk Breed to provide leadership for the advancement and future of the entire U.S. sheep industry.”) by serving as a mentor for the United Junior Suffolk Sheep Association (UJSSA) junior board of directors and interns, coordinating UJSSA activities throughout the year, preparing UJSSA board members to become future leaders and serving as a liaison between the UJSSA and the USSA board of directors.



DUTIES: Duties include but are not limited to:

- Solicit and review applications for junior board candidates, conduct interviews and choose UJSSA directors and interns, with assistance from designated USSA board members. The term for directors and interns shall begin/conclude during the All-American Junior Show.
- Guide and encourage the Junior Board of Directors and interns, and help them develop their leadership skills.
- Schedule and host monthly UJSSA board Zoom calls and assist the UJSSA President with creating the monthly meeting agenda; and assist UJSSA committees with Zoom meetings as appropriate.
- Monitor UJSSA Financials and guide the UJSSA board on fundraising activities.
- Guide the UJSSA board with event planning, and serve as the on-site staff at 3 primary Junior Suffolk shows (The Event – early June, The All-American Junior Show – early July, and the North American International Livestock Exposition (NAILE) Junior Suffolk Show – November).
- Establish a UJSSA parent advisory committee to assist the Junior Coordinator and the UJSSA board.
- Serve as a communication link between the UJSSA, the USSA board and USSA Secretary.

QUALIFICATIONS: Open to individuals age 22 and older. The ideal candidate is outgoing, energetic, enjoys working with youth, has a positive attitude and sheep industry experience. Skills/experience related to youth development, leadership development, fundraising, event planning and parliamentary procedure would be beneficial to the position.

COMPENSATION: The position shall receive an annual \$1000 compensation, and the USSA and UJSSA will share equally in providing these funds. Compensation is figured on \$250 for each of the three primary shows and an additional \$250 for other duties. In addition, travel expense reimbursement will be issued upon receipts submitted to the USSA office, up to \$3000. The USSA budget will provide \$1000 of these funds, with the balance supported by juniors’ fundraising activity. Compensation and reimbursement amounts will be reviewed/adjusted annually by the USSA board.

SUPERVISION: The Junior Coordinator is accountable to the USSA Board and serves under its direction and at its discretion. The USSA Board may appoint a junior liaison/committee that the Junior Coordinator can approach for advice and feedback. The USSA Board shall conduct an annual review with the Junior Coordinator.

DURATION: The Junior Coordinator position is appointed by the USSA Board of Directors for a term of 2 years. There is no limit to the number of terms that an individual may apply/ serve.

WORK HOURS/LOCATION: The majority of meetings (3-4 hours per month) are done remotely (via Zoom) and happen in the evenings, though some meeting hours may vary. The 3 in-person events described in the “Duties” section total roughly 10-12 days per year.

TERM TIMELINE: Term begins after the conclusion of the All-American Junior Show/National Junior Suffolk Show in July.

TO APPLY: Interested candidates should send a resume and cover letter to Amanda Everts, USSA Secretary at info@suffolks.org by March 1.

CONTACT: Amanda Everts – info@suffolks.org or 641-684-5291.