



POSITION DESCRIPTION

Name of Position: Summer internship

Reports to: Administrative Assistant

Status: Seasonal full time

Compensation: Hourly, rate TBD

General synopsis of duties: This position supports the annual Champlain Valley Fair. Employment commences in early July concludes within a week following the Fair. During the summer, the position is five days per week, 8:00am-5:00pm. During the Fair, hours are from 8:00am-8:00pm, Aug 27-Sept 5, 2021

Examples of Responsibilities:

Star of the Day Award

- Prepare nomination forms
- Promote program and encourage supervisory staff to submit applications
- Prepare award (voucher, plaque, and certificate) to be presented to each recipient
- Contact recipients through supervisors and provide instructions for award presentation
- Develop poster with picture of each recipient for award presentation

Social Events Coordination

- Develop invitations for select social events and act as point person for RSVPs
 - Vermont Agriculture Hall of Fame
 - Opening ceremony

Group sales

- Assist with fulfillment of tickets

Receptionist duties

- Answer telephone along with other administrative personnel
- Provide evening reception at front desk as needed during Fair
- Close up and secure building as needed.

Employee Orientation Meeting

- Assist with set-up and clean-up

Other duties as required by supervisor.