



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Gate Admissions Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as part of an advisory body to assist the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Gate Admissions Director is responsible for overseeing and coordinating gate admissions.

JOB DUTIES (include but are not limited to):

The Gate Admissions Director:

- Updates all ticket booth signs prior to Fair and posts daily changes during the Fair
- Assists in the transport of ticket sellers to and from Finance Office
- Keeps fair booths stocked with appropriate supplies
- Coordinates water drop off for ticket booth attendants
- Assists other Fair Directors with traffic flow for move in and move out
- Coordinates ground shuttle for special groups requesting assistance on to the Fairgrounds
- Assists with problems that may occur with regard to gate operations
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends gate admission improvements to the Fair Advisory Board and Fair Management
- Assists with the preparation of the Fair budget and works within budget restraints
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must be available full time during the week of Fair
- Must be willing to participate in monthly Fair Board Meetings

RESPONSIBLE TO:

- Parks and Recreation Director and the Kitsap County Board of Commissioners

I have read and agree to perform the duties listed above to the best of my ability. I will observe the position description guidelines and the directions of the Fair Manager and Parks and Recreation Director.

I understand that Kitsap County shall indemnify, hold harmless, and defend County volunteers for liability that may arise from acts or omissions committed when acts or omissions were made in good faith during the course of and within the scope of an assigned volunteer activity and their volunteer position description.

Signed: _____ dated _____

POSITION UPDATED: January 28, 2009