



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Guest Services Coordinator - Seasonal

County Fair and Parks  
Wage: \$15.50/hour

Opening date: 03/30/2023  
Closing date: Open until filled

### JOB SUMMARY

Primary job responsibilities are coordination and implementation of social media postings, marketing, some limited graphic art, and videography creation. Coordination of the Friends of the Fair and volunteer recruitment and retention efforts. Assist in event planning and promotion of the Brown County Fair, along with secretarial assistance.

### MAJOR DUTIES

- Coordination and implementation of Brown County fair, helping with signage, assisting with mailings, managing social media, and coordinating online exhibitor entries.
- Various responsibilities during the fair.
- Secretarial skills should include customer service skills, computer skills (Microsoft 2010), spreadsheets, and miscellaneous office procedures.
- Coordination and monitoring of all social media platforms, online calendars, tourism, and community website listings for current and accurate information.
- Strategize and coordinate efforts to recruit new volunteers, as well as strengthen relationships with current volunteers to increase retention.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Principles and techniques of public relations and customer service, both in person or over the phone.
- Agency regulations, policies, office administrative processes, and procedures.
- Safety, security, and first aid policies and procedures.
- Use of specified computer applications.
- Performing basic office support work.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

### SUPERVISORY CONTROLS

The County Fair and Park Manager assign work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Equal Opportunity Employer

## GUIDELINES

Guidelines include the county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties. The variety of tasks associated with coordinating the county fair contributes to the complexity of the position.
- The purpose of this position is to assist in coordinating the annual Brown County Fair. Success in this position results in successful annual county fairs.
- Full-time; Hours: Monday - Friday 8:00 a.m.–12:00 noon and 1:00 p.m. to 5:00 p.m.,
  - Hours will vary occasionally depending on the task based on a 25-30-hour week.
- The week prior and the week of the Brown Co. Fair are 40 hours plus overtime.
  - County Fair Week hours include Saturday and Sunday.
- Tentative start date: 04/15/2023 through 10/01/2023

## CONTACTS

- Contacts are typically with co-workers, 4-H representatives, campers, vendors, sponsors, members of the Fair Board, other county personnel, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to a high school diploma.
- Community involvement and 4-H experience are desirable attributes but not necessary.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

## APPLY BY

Submit Brown County application to:

- Brown County Fair  
400 24<sup>th</sup> Ave NW  
Aberdeen, SD 57401

Email: [Rachel.Kippley@browncounty.sd.gov](mailto:Rachel.Kippley@browncounty.sd.gov)