

Cass County Fair Association – Light Horse Superintendent Opening



 **NOW ACCEPTING APPLICATIONS** 

The Cass County Fair Association is seeking a dedicated and dependable individual to serve as the Light Horse Superintendent for the Cass County Fair.

Position Responsibilities

The Light Horse Superintendent will be responsible for:

- Overseeing the Light Horse Department during the fair.
- Working with exhibitors, parents, volunteers, judges, and fair staff.
- Ensuring department rules and Fair Book requirements are followed.
- Coordinating class schedules, show activities, and department operations.
- Assisting with check-in, exhibitor questions, and show-ring procedures.
- Communicating important information to exhibitors and volunteers.
- Maintaining a safe, organized, and positive environment for all participants.
- Helping ensure proper care, handling, and presentation of horses throughout the fair.
- Assisting with department awards, records, and required paperwork.
- Attending required meetings and working cooperatively with the Fair Board and other superintendents.
- Performing other duties reasonably related to the operation of the Light Horse Department.

Preferred Qualifications

The ideal candidate will have:

- Experience with horses and the Light Horse/Equine industry.
- Knowledge of horse show procedures, classes, and safety practices.
- Previous experience as a 4-H volunteer, leader, superintendent, exhibitor, or equine volunteer is preferred.
- Strong communication, organization, and leadership skills.
- Ability to work effectively with youth, families, volunteers, judges, and Fair Association leadership.
- A commitment to providing a fair, positive, educational, and safe experience for youth exhibitors.
- Ability to remain professional, impartial, and respectful when handling questions or disagreements.
- Willingness to follow all Cass County Fair Association policies, rules, and procedures.
- Successful completion of any required screening or background-check process.

Return application to casscountyfair@gmail.com

Application Deadline:

 September 11, 2026

 6:00 PM NO LATE APPLICATIONS WILL BE ACCEPTED

Cass County Fair Association

590 N. O'Keefe Street | P.O. Box 56 Cassopolis, MI 49031



CASS COUNTY FAIR ASSOCIATION Light Horse- SUPERINTENDENT APPLICATION

590 N. O'Keefe St. • Box 56 • Cassopolis, MI 49031
269-445-8265 • casscountyfair@gmail.com

Name: _____
Address: _____
City/State/ZIP: _____
Project Area You Are Applying For: _____

Date: _____
Phone: _____
Email Address: _____

4-H LEADERSHIP

Are you currently a 4-H Leader? ☐ Yes ☐ No Club Name: _____

We want to get to know you and learn more about your experience, qualifications, leadership, and vision for the project area. Please provide complete responses. Applications will be reviewed and interviews may be conducted by the Superintendent Review Committee.

1. Please describe your 4-H and Cass County Fair experience.

2. Please describe your experience working with youth.

3. Please list your qualifications and experience for coordinating this project area.

PROJECT AREA VISION & LEADERSHIP

4. What are your goals and plans for your first year as Superintendent of this project area? Please include proposed changes, additions, improvements, or items you feel should be discontinued.

5. PROJECT CHANGES / IMPROVEMENTS — What changes or improvements would you recommend for this project area?

6. Who would you recommend working with you in this project area as assistant superintendents and/or committee members?

ADDITIONAL FAIR INVOLVEMENT

7. Would you be interested in assisting with another project area if a Superintendent is needed? ☐ Yes
☐ No

If yes, what areas are you interested in?

REFERENCES, please provide two references who are familiar with your experience, leadership, and ability to work with youth or the Cass County Fair.

Reference #1

Name: _____ Phone/Email: _____

Reference #2

Name: _____ Phone/Email: _____

APPLICATION REVIEW - Applications will be reviewed by the Cass County Fair Association Superintendent Review Committee. Applicants may be contacted for an interview or additional information as part of the selection process. Selection as a Superintendent is subject to approval by the Cass County Fair Association Board of Directors and compliance with all applicable Fair policies, rules, and requirements.

Applicant Signature: _____ Date: _____

FOR FAIR OFFICE USE ONLY

Date Received: _____

Review Date: _____

Interview Date: _____

Board Approval Date: _____

Committee Recommendation: ☐ Approved ☐ Not Approved ☐ Further Review

Notes: _____

Revised: August 2026