Organization Overview:
The San Antonio Livestock Exposition, Inc. (SALE) is a volunteer organization emphasizing agriculture and education to develop the youth of Texas. SALE conducts the annual San Antonio Stock Show & Rodeo and will be celebrating its 67th anniversary in February of 2016. The Stock Show & Rodeo has grown to be one of the largest and most prestigious single events in San Antonio with over 1.5 million visitors entering the grounds each year. In addition to the Stock Show & Rodeo, SALE conducts several fundraising events during the year to further its mission. To date, the San Antonio Stock Show & Rodeo educational commitment exceeds $160 million with over $12.2 million committed in 2015 in the form of scholarships, grants, endowments, auction, calf scramble program and show premiums paid to youth. SALE has a rich tradition and history of stewardship to the community, agriculture industry and youth of Texas. With a clear vision of the future, a successful past and continual dedication from over 6,000 volunteers, SALE will continue to provide wholesome family entertainment and be a pillar of strength and support to the youth of Texas.

Seasonal Employment Opportunity:
The San Antonio Stock Show & Rodeo has a Livestock Office Receptionist position available within the Livestock Department. The candidate will work closely with volunteers and staff in organizing and carrying out the daily office tasks. Duties will include but are not limited to the following: responding to exhibitors’ inquiries, marketing and communications, show entry management, posting of show results, daily office duties, accounting, and data entry. Positions are full-time and extended work hours may be required.

Job Overview:
- Work under the direction of the Livestock Director and Livestock Coordinator.
- Encourage and work cooperatively and communicate effectively with over 6,000 volunteers, staff, representatives of specific interest groups, and outside service groups.
- Answer telephone, and direct calls.
- Provide information to exhibitors, supervisors, and patrons.
- Greet persons entering organization.
- Direct persons to correct destination.
- Support the mission of the organization and help maintain the core values of the organization: caring, excellence, and integrity.
- Work with the Livestock Coordinator on Calf Scramble responsibilities.
- Correspond with County Extension Agents and Ag Science Teachers before the show.
- Assist in the entry verification process for the junior and open livestock entries.
- Assist in working with volunteers in securing all needed materials for meetings, shows, or other activities.
- Work with staff to make daily deposits.
- The dates for this position are as follows: (start and end date are somewhat flexible)

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<thead>
<tr>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Livestock Office Receptionist</td>
<td>October 2015</td>
<td>April 15, 2016</td>
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Requirements:

Ideal Candidate must:
- Possess a minimum of high school diploma or equivalent degree.

Abilities:
- Ability to work both independently and as a team player. Must be self-motivated and a quick learner.
- Strong problem-solving skills.
- Experience with Microsoft Office. Experience with ShoWorks is a bonus.
- Knowledge in basic accounting is preferred.
- Livestock and/or livestock show and judging contest knowledge is helpful but not required.
- Quality interpersonal skills – to effectively work with and manage individuals with all types of personalities.
- Ability to work both independently and in collaborative environments.
- Excellent written and oral communication skills.
- Strong organizational and management skills.
- Results oriented.
- Flexible and adaptable to change.
- Willing and able to work long hours and attend periodic evening and weekend meetings, fundraisers, and off-site events.
- Ability to lift up to 50lbs.
- Attention to detail.
- Initiative.
- Reliability.
- Stress tolerance.

The starting wages is dependent upon experience.

Qualified candidates may submit a resume to: brady@sarodeo.com

Please include the following in the subject line: Livestock Office Receptionist

Or by mail:

Brady Ragland
Livestock Director
San Antonio Stock Show & Rodeo
PO Box 200230
San Antonio, TX 78220