2014 State 4-H Interview Contest

**Location:** Wellman Hall 107  
**Time:** To coincide with Presentations  
**Register at:** [http://ucanr.edu/interview](http://ucanr.edu/interview) *Limited same-day registration will be available on a first come, first served basis.*  
**Contact:** Kelly Hinde, [hindekelly@gmail.com](mailto:hindekelly@gmail.com) or (707) 291-2050

**What is an Interview Contest?**

The Interview Contest is a Public Speaking contest that gives members an opportunity to practice the real-life skill of applying for a job. The contest involves a set of fictitious jobs for each age group that members can apply for. To enter the Interview Contest the member must:

- Pick one of the three **jobs** listed in your appropriate age category *(please see below).*
- Develop a **resume** of real-life experiences (education, work, activities, etc.) that demonstrate your qualifications for the job selected.
- Write an accompanying **cover letter** for your resume.
- **Prepare** for the interview.
- Participate in an actual **interview** where you will be judged on key interview elements.

Members are encouraged to review the tips, interview questions, judging rubrics and supporting materials provided in the California State 4-H Interview Contest Manual. This manual is a complete guidebook containing rules, procedures and helpful hints for a successful interview. Appropriate dress includes 4-H uniform or attire appropriate for a job interview as outlined in the Interview Contest Manual.

**Eligibility:**

Any Junior, Intermediate or Senior 4-H member may participate in the 4-H Interview Contest. Juniors are members who are in 4th or 5th grade, Intermediates are members who are in 6th, 7th or 8th grade, and Seniors are those who are in 9th grade and above. All grades are as of January 1 of the current 4-H year. Members should pre-register for this event.

**Resources:**

The California 4-H Interview Contest Manual can be found at [http://www.ca4h.org/files/51307.pdf](http://www.ca4h.org/files/51307.pdf)

Junior Job Descriptions:
- Leaf Remover
- Stage Assistant
- Book Reader

Intermediate Job Descriptions:
- Pottery Maker
- Teacher’s Assistant
• Smoothie Maker

Senior Job Descriptions:
• Catering Assistant
• House Helper
• Bank

Complete job descriptions are provided on the following pages.

Check-In:
All registered participants must check in by 9:30 AM in Wellman Hall 107 and turn in their resume and cover letter. Check-in secures your participation and allows the contest organizers to determine their ability to take same-day registrations.

Same Day Registrations:
Same day registrations are available on a first-come, first-served basis beginning at 9:30 AM and continuing until all interview slots are filled. You must have a resume and cover letter to register same-day. To insure your participation please pre-register!

Judges:
Judges are vital to the function of the 4-H Interview Contest! Judges give candidates feedback on their performance using a standard evaluation rubric. Judges may be 4-H volunteer leaders, 4-H staff, 4-H members (older than 16 years of age and not participating in other events during State Field Day), and people from other organizations with experience in interviewing. The duties of a judge include:
• Attend the Judges’ Orientation from 9:30 – 10:00 AM on the morning of the event inside Wellman 107.
• Become familiar with the 4-H Interview Contest Manual and judging rubrics.
• Judge interviews during the event during both the morning and afternoon sessions.
• Provide written positive and constructive feedback to help each candidate improve.

Please register to judge for this event by following this link: http://ucanr.edu/judges/roomhosts
Fall Around Leaf Company

Position: Leaf Remover

Position Overview

Fall Around Leaf Company provides leaf removal and offers leaves for craft projects. Once the leaves are raked, they are sorted and dried for sale for craft projects. This position will assist in collecting leaves and sorting by types. Information and training will be provided for sorting and drying. Some horticulture knowledge is a plus or willingness to learn about trees and their leaves.

Essential Job Functions

- Work with a team for leaf removal trips
- Work in a fast-paced environment for sorting
- Provide records of leaves collected and hours
- Work with community to identify volunteer organizations that would want leaves
- Organize leaves for projects

Other Necessary Skills

- Teamwork
- Contribution to a group effort
- Keeping records
- Community Service Volunteering
- Planning/Organizing

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
Sweetwater Stage Acts
Position: Stage Assistant

Position Overview
Sweetwater Stage Acts is looking for an enthusiastic stage assistant! The stage assistant oversees the costume room organization, checking out of costumes, storage and organization of props and the posting of classes. The assistant will assist the needs of presenters and classes. They should also manage and organize play and music books. They should also create a suggestion box and check it regularly.

Essential Job Functions
- Manage and organize the costume room
- Manage and organize the play and music books
- Assist the needs of presenters and during plays
- Manage and organize the prop room
- Create a suggestion box and check it regularly

Other Necessary Skills
- Self-responsibility
- Contribution to a group effort
- Keeping records
- Problem Solving
- Planning/Organizing

Eligibility: 4-H Junior category
Bring: Cover letter and Résumé for this position

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The Book Worm Mobile Library

Position: Book Reader

Position Overview
The Book Worm Mobile Library is seeking a youth to become a book reader for children! The book reader will go on trips with the library and read to children in different areas of the city. They should be good with children and enjoy getting others involved with the stories and reading. They will assist in referring books to be read and putting books back in their places. They will also clean up the children area at the end of the day. They will also assist in book drives and identifying the book wants of children. Assistance will also be needed to package books for donation to youth shelters.

Essential Job Functions
- Read to children that visit the mobile library
- Get others interested in books and reading
- Provide feedback on book requests and needs
- Organize and return books
- Assist in book drives and donations

Other Necessary Skills
- Character
- Communication
- Concern for Others
- Community Service Volunteering
- Planning/Organizing

Eligibility: 4-H Junior category
Bring: Cover letter and Résumé for this position

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Pots of Play Ceramics
Position: Pottery Maker

Position Overview
Pots of Play Ceramics is looking for an assistant to help with their pottery needs. These needs are for basic and intermediate pottery designs. They will provide training for novice pottery makers. The position will assist in preparing clay for classes, making basic pottery, and provide assistance in beginning pottery classes. The position will also be responsible for assisting in general shop duties including setting up displays, answering questions, shop sales and assist in filling special pottery orders.

Essential Job Functions
• Help prepare clay for pottery classes
• Make basic pottery for sale and for art classes
• Assist in special orders of pottery
• Assist in general shop duties including: setting up displays, answering questions and shop sales
• Provide assistance to class instructor in beginning pottery classes

Other Necessary Skills
• Learning to Learn
• Communication
• Self-Responsibility
• Leadership
• Teamwork

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Sunnyside Elementary
Position: Teacher’s Assistant

Position Overview
Sunnyside Elementary is seeking a teacher’s assistant for teachers in kindergarten through 2nd grade. The duties include: help with preparing crafts, organizing and cleaning the classrooms, helping to grade assignments, helping to read to the children, and working with teachers on special needs or events.

Essential Job Functions
- Preparing crafts and projects
- Assist in organizing and cleaning room
- Helping to grade assignments
- Helping to read to children
- Assist teachers is special needs and events

Other Necessary Skills
- Problem Solving
- Teamwork
- Communication
- Self-Responsibility
- Concern for Others

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Smooth Fruit Shack

Position: Smoothie Maker

Position Overview

Smooth Fruit Shack is seeking a new smoothie maker for their fruit shack. This is an energetic and fun workplace that focuses on making the best tasting and healthiest smoothies! The maker will help prepare fruit, equipment and other smoothie ingredients. The maker will also make smoothies to the customer’s order and will keep a clean and organized workplace. All makers are encouraged to formulate new recipes and assist in the promotion of the special smoothie of the month.

Essential Job Functions

- Assist in preparing smoothie ingredients
- Assist in preparation and clean up of equipment
- Make smoothies to the customer’s specifications
- Keep the workplace in an organized and clean fashion
- Idea generation for new smoothie recipes

Other Necessary Skills

- Social Skills
- Teamwork
- Planning and Organizing
- Self-Responsibility
- Healthy Lifestyle Choices

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Good Eats Catering

Position: Catering Assistant

Position Overview

Good Eats Catering is seeking a motivated and courteous assistant to join their special events team! The assistant will assist in plating meals for special events, and assist in serving plates to guests. The assistant needs to be motivated and enjoy working in a fast-paced environment. They should be able to provide exceptional service and work efficiently. The assistant will also need to meet the needs and requests of guests and organizers when problems arise.

Essential Job Functions

- Help plate meals for serving
- Assist in serving meals to guests
- Be able to work quickly and efficiently
- Provide exceptional customer service
- Assist in resolving problems if they arise

Other Necessary Skills

- Problem Solving
- Teamwork
- Communication
- Self-Responsibility
- Stress Management

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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The Clean Home Company

Position: House Helper

Position Overview

The Clean Home Company is seeking a new house helper! This helper will visit a few houses once a week, clean and get the family ready for the week ahead. Duties include all aspects of cleaning the home, organizing, and washing. They also work with the family to put things away and prepare for the week ahead.

Essential Job Functions

- Clean the homes by vacuuming, dusting and polishing
- Organize the rooms and put items away
- Work with the family to set up a system of picking up and cleaning
- Assist in washing clothes and dishes
- Prepare the family for the week ahead

Other Necessary Skills

- Self-motivation
- Planning/Organizing
- Cooperation
- Decision Making
- Concern for Others

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Heartland Bank and Trust
Position: Bank Teller

Position Overview
Heartland Bank and Trust is looking for a motivated and responsible employee to join their team of bank tellers! This position will assist in the after-school rush at the bank and some Saturday mornings. Tellers are responsible for bank transactions and entering them in the computer system. They are also responsible for answering questions and providing fast and courteous service. There is a performance track program with incentives that the teller can enroll in for advancement and rewards.

Essential Job Functions
- Basic bank transactions
- Data entry of needed information in the computer system
- Assist customers with questions
- Serve the customer in a fast and courteous manner
- Assist in promoting bank specials and account offers

Other Necessary Skills
- Organization
- Self-motivation
- Goal Setting
- Keeping Records
- Stress Management

Eligibility: 4-H Senior category
Bring: Cover letter and Resume for this position

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Busy Bee Arts and Crafts

Position: Arts and Craft Class Helper

Position Overview

The Busy Bee provides arts and craft classes during the summer. We are seeking a helper for our classes to help class members with projects, prepare items for classes, and displaying projects after they are complete. Some office work will be required including copying class fliers and craft directions. They may also assist in class check in. They should enjoy crafts and be able to help others in projects.

Essential Job Functions

- Work with others on projects
- Help prepare items for the craft classes
- Help display completed projects
- Assist with class promotion and check in
- Organize class fliers and craft directions

Other Necessary Skills

- Communication
- Contribution to a group effort
- Social Skills
- Problem Solving
- Planning/Organizing

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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http://www.ca4h.org/proiresource/fieldday/

Little Sierra’s Bakery
Position: Bakery Assistant

Position Overview
Little Sierra’s Bakery is seeking a motivated and passionate assistant. Our bakery is filled with a jolly and hardworking attitude and delicious bread! Assistant would help with the preparation and sale of fresh bakery goods. They would also help package cookie gift packs. The assistant would help create displays and signs for the shop. They would also help take orders for special events and call in orders.

Essential Job Functions
- Assist in the preparation of bakery goods
- Assist in the sale of bakery goods
- Assist in the packaging and wrapping of gift packs
- Help to create displays and store signs
- Take orders for special events and call in orders.

Other Necessary Skills
- Communication
- Organizing
- Decision Making
- Self-Responsibility
- Contribution to a Group Effort

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Jam Sports
Position: Sports Assistant

Position Overview
Jam Sports is a youth sports gym that offers year around sports facility, training and teams for youth. Jam Sports is looking for an assistant that would help in various aspects including: registration, sports announcer, coaching assistance, and program assistance. This person should be enthusiastic, energetic and have the ability to multi-task. The assistant should also have a passion for developing positive relationships with youth and promoting team interactions.

Essential Job Functions
- Assist with multiple tasks and duties
- Develop positive relationship with youth
- Assist needs of the program including registration, coaching and promotions
- Help with announcing at team games
- Be energetic and positive

Other Necessary Skills
- Communication
- Teamwork
- Nurturing Relationships
- Self-Responsibility
- Decision Making

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Reel Theaters
Position: Movie Clerk

Position Overview
Reel Theaters is seeking a motivated and dedicated movie clerk to join their team. The movie clerk is responsible for various tasks at the theater including: selling tickets, setting up movie showings, sending movie hours to newspapers and online sources, and helping set up movie promotions. The position requires organization and responsibility for other movie clerks in the shift. The position also allows for growth to assist with in-house movie reviews and scheduling.

Essential Job Functions
- Assist in ticket sales and collection
- Assist in sending the movie schedule to local media
- Assist in movie promotions and showings
- Managing other employees
- Opportunities for reviews and scheduling

Other Necessary Skills
- Communication
- Cooperation
- Leadership
- Self-Responsibility
- Decision Making

Eligibility: 4-H Intermediate category
Bring: Cover letter and Résumé for this position

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Happy Days Photography

Position: Photographer

Position Overview

Happy Days Photography provides excellent service to cover some of life’s special moments. This position of photographer would cover general photography, birthdays, and sports photos. Training will be provided to a novice photographer. Duties would include setting appointments, shooting photo shots, and assisting in the photo shop. These would generally include assisting customers with package deals, showing proofs, deciding photo backgrounds and payment or orders. Some special projects may be assigned by manager.

Essential Job Functions

- Set up appointments with customers
- Assist customers in selecting backdrops for photos
- Take photos (general, sports, birthdays)
- Assist customers with proofs
- Work with customers on package deals and payment

Other Necessary Skills

- Self-Responsibility
- Problem Solving
- Social Skills
- Contributions to a Group Effort
- Planning and Organizing

Eligibility: 4-H Senior category
Bring: Cover letter and Resume for this position

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Mid-Valley Veterinarian Clinic
Position: Vet Technician

Position Overview
The Mid Valley Veterinarian Clinic is seeking a vet technician for their office. Duties would include taking care of overnight animal patients, assisting the veterinarian, checking in animals and updating records. Other duties would include assistance with billing and payments. Technician would also be responsible for communicating to the pet owners about special opportunities or vaccination drives.

Essential Job Functions
- Take care of animal patients
- Assist the veterinarian
- Update animal records with weight, addresses, etc.
- Assist with billing and payments
- Communicate with owners about vaccination drives and special opportunities

Other Necessary Skills
- Disease Prevention
- Problem Solving
- Communication
- Keeping Records
- Concern for Others

Eligibility: 4-H Senior category
Bring: Cover letter and Résumé for this position

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A+ Grade Tutors
Position: Subject Tutor

Position Overview
A+ Grade Tutors is looking for a motivated and helpful assistant for their tutor team! Tutors visit school or homes and help children in grades 4th through 8th in the subjects of Math, Science, History, and English. Tutors don't have to excel in all areas, but specialization in one or two areas is encouraged. Tutors should be patient, caring and have the ability to disseminate information to help youth understand concepts. Assistance with homework should be a balance of help on problems and teaching overall concepts. Some concepts will require hands on and creative approaches.

Essential Job Functions
- Assist children in understand concepts
- Teach with a patient and caring demeanor
- Ability to disseminate information and concepts
- Assist is helping with homework
- Assist in creating new approaches to teach concepts

Other Necessary Skills
- Character
- Self-responsibility
- Communication
- Problem Solving
- Concern for Others

Eligibility: 4-H Senior category
Bring: Cover letter and Résumé for this position

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