



## State 4-H Interview Contest 2018 Job Descriptions

The Interview Contest is a popular event that gives 4-H members an opportunity to practice the real-life skills needed to apply for a job. Participants prepare a resumé and cover letter for a job they choose from the job descriptions listed below. Evaluators evaluate their performance during a mock interview and give constructive feedback using a standard evaluation rubric.



Interview Contest participants must do the following:

1. **Choose a job:** Choose from one of the three jobs listed below in your age category.
2. **Develop a resumé:** Include real-life experiences (education, work, activities, etc.) that demonstrate your qualifications for the job selected.
3. **Write a cover letter:** Your cover letter should explain why you should be considered for the job selected.
4. **Dress appropriately:** Appropriate dress includes 4-H uniform or attire appropriate for a job interview as outlined in the California State 4-H Interview Contest Manual.

Participants are encouraged to review the tips, interview questions, judging rubrics and supporting materials provided in the [California State 4-H Interview Contest Manual](#).



## Technology Zone

### Position: Sales Associate

#### Position Overview

Technology Zone is looking for a motivated and enthusiastic sales associate to join their sales team! Technology Zone has computers, stereos, televisions, and other cutting edge equipment for sale and customer service repair. Our sales associate team promotes our products and helps customers find what best fits their needs and expectations. An associate should have exceptional customer service, be professional, and have information about products, or be able to locate needed information. Associates also help in inventory, sales promotion ideas, and serving as a cashier. An associate should keep records of sales for the associate performance program.

#### Essential Job Functions

- Promote products with exceptional customer service
- Learn about products and share information with customers
- Assist in sales at the cash register
- Generate ideas and work with sales promotions
- Keep accurate sales records

#### Other Necessary Skills

- Organization
- Self-motivation
- Communication
- Keeping Records
- Stress Management

**Eligibility:** 4-H Senior 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.



## **Patterson Village After-School Program**

### **Position: After-School Program Assistant**

#### **Position Overview**

Patterson Village is looking for an enthusiastic assistant to help with their after-school program. The assistant would help with after-school crafts, preparing afternoon healthy snacks, tutoring and mentoring. They would also help check out children to their guardians and clean up after the day. Some preparation for the next day would be needed after the children are gone.

#### **Essential Job Functions**

- Preparing crafts and projects
- Assist in preparing afternoon snacks
- Helping to tutor children on homework
- Ability to care for children and serve as a role model
- Assist in organizing, cleaning, and preparing for the next day

#### **Other Necessary Skills**

- Responsible Citizenship
- Teamwork
- Communication
- Self-Responsibility
- Concern for Others

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

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## Senior Topic (14-19 years old)

### Fruit to Go Smoothie Shop

#### Position: Nutrition Educator

##### Position Overview

Fruit to Go is seeking an individual to assist in the nutrition aspect of the smoothie shop. This position is a nutrition educator and will assist the manager in communicating the importance of fruit in the diet and the easy ways to achieve the needed servings. They will work with the manager and other resources to distribute information on USDA's MyPlate and healthy fruit drinks. They will also work with smoothie makers to educate them on the importance of fruit and servings so they can answer customer's questions. This communication could be achieved through signs, brochures, events, or other modes.

##### Essential Job Functions

- Utilize a wide variety of resources to educate about nutrition
- Promote nutritious drinks and fruit cups
- Develop and distribute nutrition information
- Collaborate with the manager on communication elements
- Educate smoothie makers to help get information out to customers

##### Other Necessary Skills

- Communication
- Healthy Lifestyle Choices
- Leadership
- Wise Use of Resources
- Social Skills

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

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## Intermediate Topic (11-13 years old)

### Jam Sports

#### Position: Sports Assistant

#### Position Overview

Jam Sports is a youth sports gym that offers a year-round 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 relationships 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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## **Heartland News**

### **Position: Freelance Reporter**

#### **Position Overview**

Heartland News is looking for an active youth to report stories to the daily newspaper. These stories are produced at the reporter's leisure and should focus on community and youth activities. Reporters will observe, write, edit, and submit stories on local issues and activities. Reporter will also be responsible for notifying the assignment editor of upcoming stories and have them ready on time. Photographs of events would be a plus.

#### **Essential Job Functions**

- Observe activities in community
- Concisely write an article about the event
- Appropriately edit the article for submission
- Produce stories by the designated timeline
- Nurture relationships with community members

#### **Other Necessary Skills**

- Nurturing Relationships
- Communication
- Self-Discipline
- Marketable Skills
- Wise Use of Resources

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

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## Intermediate Topic (11-13 years old)

### 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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## Junior Topic (9-10 years old)

### Head and Heart Paper Works

#### Position: Design Member

#### Position Overview

Head and Heart Paper Works is seeking a new design team member! The member will work with the design team to design new images for notecards and notepads. They will be involved with idea generation and sketching of designs. They can use a computer program for assistance or draw free hand. The designs will then be transferred to cards and pads. The team member will assist in selling designs and will work to find paper needs in the community. We will work to meet these needs through volunteer hours and projects. The member will also assist in gift packing boxes for the holidays.

#### Essential Job Functions

- Work with a team for idea generation
- Be able to draw ideas or use a computer program to draw
- Assistance in selling cards and notepads
- Work with community to identify paper needs and projects to meet that need
- Assistance with gift packing items

#### Other Necessary Skills

- Teamwork
- Cooperation
- Goal Setting
- Service Learning
- Planning/Organizing

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

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## **Green Heart Recycling**

### **Position: Recycling Assistant**

#### **Position Overview**

Green Heart Recycling is seeking an enthusiastic youth to help in their recycling education program! The assistant will help staff teach others what is recyclable by attending community fairs, events, and meetings. They will help others recycle in their home and see the effects of recycling in their community. The assistant should keep records of events attended, and work well with other staff members. They will also be able to volunteer in clean ups and gather support from other groups in these efforts.

#### **Essential Job Functions**

- Work with a team for promoting recycling
- Attend community events to promote recycling
- Provide records of events attended
- Work with other community groups to volunteer for clean ups
- Promote volunteering in the community

#### **Other Necessary Skills**

- Self-responsibility
- 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

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## **Junior Topic (9-10 years old)**

### **California State Parks**

#### **Position: Jr. Park Ranger**

##### **Position Overview**

The State Parks is looking for a Jr. Park Ranger to assist the Park Ranger team. Duties would include assisting the park rangers with varying activities. The Jr. Park Ranger would be directly responsible for presentation props and assisting the Ranger with those presentations. They would also assist in the posting and notices of weather advisories.

##### **Essential Job Functions**

- Assist the Park Ranger in duties
- Check campsites for unclean or unsafe conditions
- Assist in presentations given by the Park Ranger
- Manage the props used in presentations
- Help with posting weather conditions and advisories

##### **Other Necessary Skills**

- Knowledge of Personal Safety
- Self-Responsibility
- Cooperation with Team
- Communication
- Contributions to a Group Effort

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

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