



State 4-H Interview Contest 2019 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](#).



Senior Topic (14-19 years old)

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

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.

Senior Topic (14-19 years old)

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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Senior Topic (14-19 years old)

Tri-County Market
Position: Market Cashier

Position Overview

Tri County Market is looking for a motivated and enthusiastic cashier for their market. This position would assist the head cashier in helping customers check out and answer questions with fast and courteous service. The market specializes in providing produce and products from local farms and companies. Some knowledge of agriculture or willingness to learn about the local agriculture is encouraged. This position will also assist in setting up product displays and some local events.

Essential Job Functions

- Cashier duties of checking out and payments for items
- End of day cashier totals require basic math and accounting
- Answering customer questions or locating answers
- Fast, but efficient service
- Assist in display set up and local events

Other Necessary Skills

- Organization
- Self-motivation
- Communication
- Keeping Records
- Cooperation

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Intermediate Topic (11-13 years old)

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

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.

Intermediate Topic (11-13 years old)

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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Intermediate Topic (11-13 years old)

Hummingbird Creative Designs

Position: Marketing Assistant

Position Overview

Hummingbird Creative Designs works with clients and organizations to plan and launch creative marketing plans and events. We are seeking a creative and energetic marketing assistant to join our team! The assistant will help with putting together trinkets and packets for our events and clients. The will manage a log book of what was done, the amount of time spent and the amount of trinkets completed. The will keep inventory of items and assist in reordering supplies with the secretary. Attention to detail, goal focused and organization skills are needed.

Essential Job Functions

- Assist with creating marketing trinkets and packets
- Manage the task log book
- Maintain inventory and assist in reordering
- Help with other special projects
- Present themselves in a professional, but energetic demeanor

Other Necessary Skills

- Communication
- Contribution to a Group Effort
- Record Keeping
- Self-Responsibility
- Goal Setting

Eligibility: 4-H Intermediate 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.

Junior Topic (9-10 years old)

Cows and Sows Petting Zoo

Position: Petting Zoo Helper

Position Overview

Cows and Sows Petting Zoo is looking for a youth to assist in their petting zoo this summer! The helper will work with the animals in the petting zoo and answer visitor's questions about the animals. They will also manage the feeding station to make sure enough food is in the stations for visitors. They should be comfortable with farm animals and be willing to learn about animal types, breeds and care. Some animal care may be necessary. The position will help others understand and enjoy animals.

Essential Job Functions

- Assisting with the animals
- Answering customer questions
- Maintaining feeding stations
- Comfortable with animals and animal care
- Knowledge or willingness to learn about animals

Other Necessary Skills

- Communication
- Nurturing Relationships
- Self-Responsibility
- Disease Prevention
- Social Skills

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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Junior Topic (9-10 years old)

Heartland Pioneer's Museum
Position: Interactive Game Attendant

Position Overview

Heartland Pioneer's Museum is looking for an energetic youth to be an interactive game attendant in the museum. The attendant will watch and play two of the interactive games in the museum. They serve to get other youth involved and help them play. They will be trained on the games and will be asked to answer any questions relative to the game. They should be energetic to get others involved! The games test youth's history knowledge, so the attendant should have knowledge of or be willing to learn citizenship.

Essential Job Functions

- Watch the interactive games and notify staff if there are problems
- Play the games and be able to teach others
- Get other museum visitors interested in the games
- Answer questions about the games
- Have or be willing to learn about California history and citizenship

Other Necessary Skills

- Responsible Citizenship
- Social Skills
- Conflict Resolution
- Contribution to a Group Effort
- Self-motivation

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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Junior Topic (9-10 years old)

Trot Along Dog Walkers

Position: Dog Walker

Position Overview

Trot Along Dog Walkers is looking for a dog walker to join their exceptional team! This position has flexible hours and will assist in walking dogs, other animal care and answering calls. Position will also keep records of hours. We focus on working as a team and providing excellent customer service to maintain our relationships with customers and fellow employees.

Essential Job Functions

- Answering phone calls
- Walking dogs
- Providing other animal care as needed
- Keep records of hours
- Ability to work in a team environment

Other Necessary Skills

- Self-responsibility
- Record Keeping
- Nurturing relationships
- Social Skills
- Planning/Organizing

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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