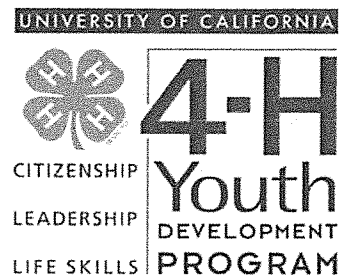


**California State 4-H
Interview Contest**
<http://www.ca4h.org/projresource/fieldday/>



**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

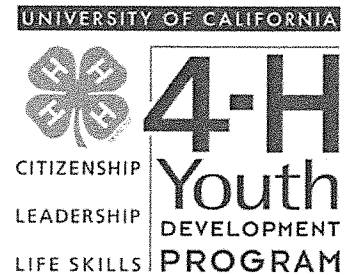
- Organization
- Self-motivation
- Goal Setting
- Keeping Records
- Stress Management

Eligibility: 4-H Senior category

Bring: Cover letter and 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.

**California State 4-H
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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

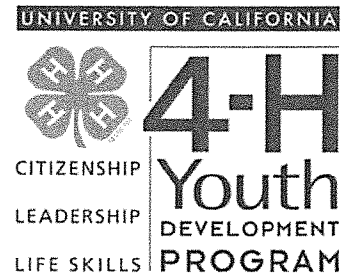
- Problem Solving
- Teamwork
- Communication
- Self-Responsibility
- Stress Management

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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.

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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

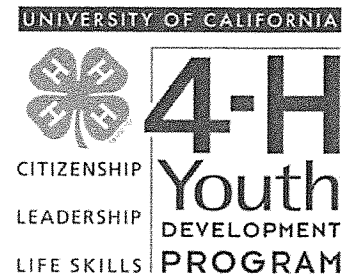
- Disease Prevention
- Problem Solving
- Communication
- Keeping Records
- Concern for Others

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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.

**California State 4-H
Interview Contest**
<http://www.ca4h.org/projresource/fieldday/>



**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 health 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

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.