



State 4-H Interview Contest 2023 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 4-H Interview Contest Manual](https://ucanr.edu/sites/sfd/Competitions/Interview_Contest/). For more information on the Interview Contest, go to: https://ucanr.edu/sites/sfd/Competitions/Interview_Contest/

2023 Job Descriptions

Primary Members (ages 5-8)

Primary Members are not eligible for the Interview Contest.

Junior Category (ages 9 and 10)

- Pet Feeder
- Leaf Remover
- Flag Monitor

Intermediate Category (ages 11 to 13)

- Stable Hand Assistant
- Smoothie Maker
- Preschool Teacher's Helper

Senior Category (ages 14 to 19)

- Youth Sports Assistant
- Bakery Assistant
- Veterinary Assistant
- Social Media Assistant





California State 4-H Interview Contest

https://ucanr.edu/sites/sfd/Competitions/Interview_Contest/

2023 Junior Category Job Description

Happy Chow Pet Feeders
123 Main Street
Clover City, CA 91234

Position: Pet Feeder

Position Overview: Happy Chow Pet Feeders provides pet feeding services to pet owners. We are looking for a pet feeder to assist in preparing the food, feeding the correct amount of food, keeping inventory of feeds, observing general animal health, and reporting any problems to the manager.

Essential Job Functions

- Prepare food for animals.
- Feed animals the appropriate amount on the animal's feeding chart.
- Assist in the inventory of feeds.
- Observe animal health and report to manager.

Other Necessary Skills

- Keeping records
- Disease prevention
- Organization
- Self-responsibility
- Concern for others

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





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2023 Junior Category Job Description

Fall Around Leaf Company
123 Main Street
Clover City, CA 91234

Position: Leaf Remover

Position Overview: Fall Around Leaf Company provides leaf removal and offers leaves to organizations 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 or willingness to learn about trees and their leaves is a plus.

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 worked.
- Work with community to identify volunteer organizations that want leaf donations.
- Organize leaves for donations.

Other Necessary Skills

- Teamwork
- Organization
- Keeping records
- Community service volunteering

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





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2023 Junior Category Job Description

Hearland Elementary School
123 Main Street
Clover City, CA 91234

Position: Flag Monitor

Position Overview: Hearland Elementary School is looking for a youth for the position of Flag Monitor. The monitor will be in charge of the California and United States flags in the cafeteria. The monitor will keep accurate records of the flags and how they are being used. They will make sure they are returned to the cafeteria in an appropriate manner. The monitor will make sure they are displayed properly for all events. They should know or be willing to learn proper flag etiquette and abide by it. They will prepare and deliver a presentation on the history and symbolism of the United States flag in the Veteran's Day assembly. They will also make a poster on California flag history to be displayed in the cafeteria. Familiarity with the posting of the colors is a plus!

Essential Job Functions

- Monitor the flags and their display.
- Learn proper flag etiquette and follow it.
- Keep check-out records of the flags.
- Speak about US flag history in an assembly.
- Create a display board of the California flag's history.

Other Necessary Skills

- Responsible citizenship
- Self-responsibility
- Keeping records
- Communication
- Organization

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





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2023 Intermediate Category Job Description

Brookview Stables

123 Main Street

Clover City, CA 91234

Position: Stable Hand Assistant

Position Overview: Brookview Stables is a professional training and boarding equestrian facility. We are seeking a responsible youth to assist our stable hands with stable cleaning and basic grooming. The assistant will muck and wash down stalls. They will keep the stable clean by sweeping aisles, wash racks, breezeways, and entryways. They will clean and maintain tack. They will assist the stable hands with basic grooming. Horse handling experience is not required but is a plus!

Essential Job Functions

- Cleaning stalls.
- General pick-up, sweeping, and neatening of stable.
- Cleaning, maintaining, and organizing tack.
- Willingness to learn horse grooming and other equine skills.

Other Necessary Skills

- Team Player
- Communication
- Organization
- Following directions
- Disease Prevention

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2023 Intermediate Category Job Description

Fresh & Fruity Smoothies

123 Main Street

Clover City, CA 91234

Position: Smoothie Maker

Position Overview: Fresh and Fruity Smoothies is seeking a positive and enthusiastic person who has a passion for making the best tasting and healthiest smoothies! The maker will prepare smoothies following established recipes or to the customer's order. They 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.
- Prepare smoothies by following recipes or to a customer's order.
- Cleaning and organizing equipment and workspace.
- Assist with creating new smoothie recipes.
- Maintain a positive work environment for guests and staff.

Other Necessary Skills

- Team Player
- Organization
- Customer service skills
- Following directions
- Knowledge of or willing to learn healthy lifestyle choices.

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2023 Intermediate Category Job Description

Sunnyside Preschool
123 Main Street
Clover City, CA 91234

Position: Preschool Teacher's Helper

Position Overview: Sunnyside Elementary is seeking a teacher's helper for the 3-year-old and 4-year-old classes. The duties include help with preparing craft supplies and assisting preschoolers with making the crafts; organizing and cleaning the classrooms; teaching and playing games with preschool students; and assisting teachers with the daily classroom activities.

Essential Job Functions

- Prepare and organize craft supplies.
- Help preschoolers with craft projects.
- Teach and play games with students.
- Assist teachers with daily activities.

Other Necessary Skills

- Organization
- Following directions
- Nurturing relationships
- Social Skills
- Concern for Others

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2023 Senior Category Job Description

Clover City Parks and Recreation District
123 Main Street
Clover City, CA 91234

Position: Youth Sports Assistant

Position Overview: Clover City Parks and Recreation District provides year-round sports programs for boys and girls of all ages to develop fundamental skills and basic game knowledge. We are seeking a youth sports assistant for the 5–10-year-old classes. Duties will include setting up class equipment, helping with registration and class check-in, and assisting the coaches with class activities. Classes could include archery, baseball, basketball, golf, gymnastics, soccer, tennis, and volleyball. Expertise in each sport is not necessary, but a general knowledge of sports principles is a plus. We promote teamwork, a positive attitude, and a healthy lifestyle.

Essential Job Functions

- Set up class equipment.
- Help with registration and class check-in.
- Assist coaches with class activities.
- Willingness to learn sports being taught.
- Maintain an energetic and positive attitude.
- Develop positive relationships with youth.

Other Necessary Skills

- Teamwork
- Communication
- Nurturing Relationships
- Planning and organizing
- Healthy Lifestyle Choices

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2023 Senior Category Job Description

Bread & Butter Bakery
123 Main Street
Clover City, CA 91234

Position: Bakery Assistant

Position Overview: Bread & Butter Bakery is seeking a motivated and passionate assistant to help with the preparation and sale of fresh bakery goods. This position will assist in prepping pans, measuring ingredients by weight, and assisting the baker in mixing batters. The assistant will create a welcoming and positive customer experience at the bakery counter and advise customers on baked goods selection. They will take phone orders and package products for pick up. They will maintain a clean and tidy baked goods counter and assist with cleaning the kitchen.

Essential Job Functions

- Assist in the kitchen by preparing baking pans and following recipes by weight.
- Help customers select baked goods and process payments.
- Take phone orders.
- Package products.
- Clean the bakery counter and kitchen.
- Maintain an energetic and positive attitude.

Other Necessary Skills

- Teamwork
- Communication
- Customer service skills
- Decision making
- Disease Prevention

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2023 Senior Category Job Description

All Creatures Veterinary Clinic
123 Main Street
Clover City, CA 91234

Position: Veterinary Assistant

Position Overview: The All Creatures Veterinary Clinic is seeking a veterinary assistant for their office. Duties would include providing food and water for animals; bathing and exercising animals; disinfecting feed bowls, cages, kennels, and examination rooms; checking in and discharging animals; and assisting the veterinarian with examinations.

Essential Job Functions

- Provide food and water for animals.
- Bathe and exercise animals as directed.
- Clean and disinfect animal supplies and housing.
- Helping to admit and discharge patients.
- Assist the veterinarian as instructed.

Other Necessary Skills

- Teamwork
- Communication
- Customer service skills
- Decision making
- Disease Prevention

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2023 Senior Category Job Description

Squeaky Clean Bath Products

123 Main Street

Clover City, CA 91234

Position: Social Media Assistant

Position Overview: Squeaky Clean Bath Products is a family-owned company that creates a variety of bath products sold exclusively in our online shop. We are looking for a social media assistant to help maintain our social media presence. The assistant would work with us to brainstorm campaigns, create social media posts, and develop strategies to increase followership and engagement. They will research which relevant keywords to use for search engine optimization. The assistant will manage a regular posting schedule. They will use analytics tools to determine the success of campaigns. Must have knowledge of social media platforms.

Essential Job Functions

- Ability to create social media posts.
- Understanding of relevant keywords.
- Ability to maintain a consistent schedule.
- Ability to analyze analytics.
- Knowledge of social media platforms.

Other Necessary Skills

- Teamwork
- Communication
- Marketing skills
- Time management skills
- Goal setting

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

