



State 4-H Interview Contest 2026 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 under “Contest Resources” on the [Interview Contest](#) website.

2026 Job Descriptions

Primary Members (ages 5-8)

Primary Members are not eligible for the Interview Contest.

Junior Category (ages 9 and 10)

- Dog Walker
- Recycling Assistant
- Lost & Found Assistant
- Lemonade Stand Helper

Intermediate Category (ages 11 to 13)

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

Senior Category (ages 14 to 19)

- Wildlife Sanctuary Intern
- Chemistry Lab Assistant
- Bookstore Assistant
- Summer Lunch Program Assistant







California State 4-H Interview Contest

Junior Category Job Description

Pets on the Move Animal Services

123 Main Street

Clover City, CA 91234

Position: Dog Walker

Position Overview: Pets on the Move Animal Services is looking for a dog walker to walk clients' dogs for the required time, give water during and after walks, clean and properly dispose of animal waste, observe general animal health, and report any problems to the manager. We focus on working as a team and providing excellent customer service to maintain our relationships with customers and fellow employees.

Essential Job Functions

- Be on time to pick up dogs for their walk.
- Manage supplies needed, such as, leash, water, waste bags, and approved treats.
- Keep records of walk.
- Observe animal health and report to manager.
- Care for the health and well-being of the dogs.

Other Necessary Skills

- Self-responsibility
- Keeping records
- Social skills and nurturing relationships
- Planning and organizing

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Junior Category Job Description

Green Heart Recycling Company
123 Main Street
Clover City, CA 91234

Position: Recycling Assistant

Position Overview: Green Heart Recycling is seeking an enthusiastic youth to help staff teach others what is recyclable. The assistant will help set up educational materials and assist with the children's activities at community fairs and events. They will also be able to assist in community clean ups. The assistant should keep records of events and work well with other staff members.

Essential Job Functions

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

Other Necessary Skills

- Teamwork
- Planning and organization
- Keeping records
- Community service volunteering

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Junior Category Job Description

Heartland Elementary School
123 Main Street
Clover City, CA 91234

Position: Lost & Found Assistant

Position Overview: Heartland Elementary School is looking for a youth to create and monitor the school lost and found box. The assistant will decorate a lost and found box that will be kept in the school office. They will make a flyer to announce where the box is located and post it by each classroom door, the cafeteria, and the gym. They will monitor the box frequently and keep a list of the items that are turned in. This list will be submitted to the school secretary and to the school newspaper for publication so owners and their items can be reunited. The assistant will also make classroom announcements about the importance of honesty and turning in found objects.

Essential Job Functions

- Decorate the Lost and Found box
- Make flyers and announcements about the box and box location
- Keep records of items
- Make classroom announcements to encourage the use of the box
- Work with the office secretary and the school newspaper

Other Necessary Skills

- Self-responsibility
- Keeping records
- Communication
- Planning and organization
- Honesty

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Junior Category Job Description

Sunburst Lemonade Stand
123 Main Street
Clover City, CA 91234

Position: Lemonade Stand Helper

Position Overview: The Sunburst Lemonade Stand is looking for a helper during school game times. Lemonade Stand Helpers are responsible for taking orders and serving lemonade to the customers. The helper will also collect the payment from the customer. They will keep the workspace neat and provide exceptional service.

Essential Job Functions

- Taking orders from customers.
- Serving lemonade.
- Collecting payments.
- Keeping the space clean and free from trash.
- Provide friendly customer service

Other Necessary Skills

- Self-responsibility
- Customer Service
- Communication
- Planning and organization
- Honesty

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

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





California State 4-H Interview Contest

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





California State 4-H Interview Contest

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





California State 4-H Interview Contest

Intermediate Category Job Description

Full Bloom Gardening Company
123 Main Street
Clover City, CA 91234

Position: Gardening Assistant

Position Overview: Full Bloom Gardening Company is looking for a gardening assistant to join their team. The gardening assistant will be part of a team that will be responsible for helping to plant a home garden based on the plans developed by the head gardener. This position will also maintain the garden through watering and weeding. The assistant will watch for any plant health issues that arise and notify the head gardener. They will follow the head gardener's instructions on all care of the gardens. This requires some horticulture knowledge or willingness to learn about seasons and planting.

Essential Job Functions

- Planting, watering and weeding a garden.
- Observing for plant health and notifying head gardener of any issues.
- Following instructions given by head gardener.
- Learning about plant seasons, planting, and soil conditions.

Other Necessary Skills

- Teamwork
- Following directions
- Learning new skills and facts
- Communication
- Self Responsibility

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Wildlife Wonders Sanctuary
123 Main Street
Clover City, CA 91234

Position: Wildlife Sanctuary Intern

Position Overview: Wildlife Wonders Sanctuary is seeking an intern who is passionate about the care of injured, sick, and orphaned native California wildlife. Interns will assist staff and volunteers with all aspects of animal care including diet preparation and feeding, medical treatments and wound care, enclosure cleaning, and safe handling skills. This position will require learning species identification and care requirements based on natural history and species behavior. Interns will also be involved in the release of patients once their rehabilitation is complete. Must have respect for wildlife and courtesy toward the public.

Essential Job Functions

- Diet preparation and feeding which could include tube feeding.
- Medical treatments which include giving medication and wound care.
- Cleaning enclosures which include laundry and dishwashing.
- Safe handling skills for a wide variety of wildlife in various developmental stages.
- Learning to identify species and about the natural history and behavior of native California wildlife.

Other Necessary Skills

- Teamwork
- Communication
- Responsibility
- Willing to Learn
- Respect for animals and people

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Union High School Chemistry Lab
123 Main Street
Clover City, CA 91234

Position: Chemistry Lab Assistant

Position Overview: Union High School's Chemistry Lab is looking for an assistant for their Chemistry Lab. The lab assistant is responsible for keeping the lab clean and organized. They are also responsible for keeping records on the checking out and returning of lab equipment and tools. The lab assistant will also help after-school classes in the lab. This position will also assist the lab technician in reproducing safety instructions and trainings. Basic chemistry knowledge or willingness to learn is encouraged.

Essential Job Functions

- Cleaning and organizing the lab
- Keeping records of lab equipment and tools
- Assisting in after-school classes
- Assist lab technician in safety trainings

Other Necessary Skills

- Personal safety
- Communication
- Keeping records
- Organization
- Self-Responsibility

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Shop Around the Corner Bookstore
123 Main Street
Clover City, CA 91234

Position: Bookstore Assistant

Position Overview: The Shop Around the Corner Bookstore is looking for a caring and enthusiastic employee to assist the shop. Duties will include reading to children for the afternoon reading time and assisting in book sales. The position will also help in keeping the bookshelves organized, restocking books, and creating displays for the book series of the month program. The assistant will also assist in our community outreach and donation programs with local charities.

Essential Job Functions

- Reading for the afternoon reading hour
- Assisting in book sales
- Organizing shelves and restocking books
- Help in displays for the book of the month series
- Serve as a coordinator with local charities and assist in community outreach efforts

Other Necessary Skills

- Community service volunteering
- Self-motivation
- Communication
- Customer Service
- Organization

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Golden County Summer Lunch Program
123 Main Street
Clover City, CA 91234

Position: Summer Lunch Program Assistant

Position Overview: The Golden County Summer Lunch Program is looking for an assistant to help prepare and serve meals to the lunch recipients. They will be taught disease prevention and personal safety in a kitchen. The assistant needs to be motivated and enjoy working in a fast-paced environment as this site serves 200 lunches each weekday. They should be able to provide exceptional service and work efficiently.

Essential Job Functions

- Help prepare 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

- Teamwork
- Self-motivation
- Communication
- Customer Service
- Stress management

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

