



State 4-H Interview Contest 2022 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](#). For more information on the Interview Contest, go to:

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

2022 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

Intermediate Category (ages 11 to 13)

- Petting Zoo Helper
- Interactive Game Attendant
- Book Reader

Senior Category (ages 14 to 19)

- Retirement Home Assistant
- Park Ranger Assistant
- Lunch Program Assistant



Head • Heart • Hands • Health





California State 4-H Interview Contest

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2022 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, 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, 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





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2022 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





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2022 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





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2022 Intermediate Category Job Description

Beautiful Creatures Petting Zoo

123 Main Street

Clover City, CA 91234

Position: Petting Zoo Helper

Position Overview: Beautiful Creatures Petting Zoo is a small petting zoo that provides animal education and interaction to schools, youth parties, and community events. We are looking for a helper to assist at events and answer visitor's questions about the animals. The helper will keep the feeding stations full and ensure that visitors use the handwashing stations as they leave the animal area. They should be comfortable with farm animals and be willing to learn about animal species, 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

- Self-Responsibility
- Communication
- Social skills and nurturing relationships
- Disease prevention

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2022 Intermediate Category Job Description

Heartland Pioneer Museum
123 Main Street
Clover City, CA 91234

Position: Interactive Game Attendant

Position Overview: Heartland Pioneer Museum is looking for an outgoing youth to monitor the two interactive games in the children's section. The attendant must actively encourage the youth visiting the museum to play the games, help them play the games, and answer any questions. Since the games test knowledge of California history, the attendant should have knowledge of or be willing to learn about California history and citizenship.

Essential Job Functions

- Watch the interactive games and notify staff if there are problems
- Learn the games to be able to teach others
- Get 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

- Communication
- Conflict resolution
- Social skills
- Self-Responsibility

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

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2022 Intermediate Category Job Description

Heartland Elementary School
123 Main Street
Clover City, CA 91234

Position: Book Reader

Position Overview: Heartland Elementary School is seeking a youth to become a book reader for the kindergarten classrooms. The book reader will visit each classroom twice a week and read to the students. They should be a good reader and enjoy getting the students involved with the stories to keep their attention. They will assist the teacher in choosing the books to be read and putting books back in their places. They will keep a record of the time and books read.

Essential Job Functions

- Read to kindergarten students
- Keep students interested in books and the stories
- Provide feedback to the teacher on books to be read
- Organize and return books
- Keep records on the time and books read

Other Necessary Skills

- Communication
- Planning and organizing
- Keeping records
- Social skills
- Self-Responsibility

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2022 Senior Category Job Description

The Village Retirement Home
123 Main Street
Clover City, CA 91234

Position: Retirement Home Assistant

Position Overview: The Village Retirement Home is seeking a caring and friendly youth to assist our elderly residents in a wide range of activities from carrying groceries to taking walks to making phone calls. They will also set up group activities in which the residents can participate. A special duty of the assistant is to serve as a liaison between the home and the community by identifying needs within the residence and using community volunteer networks to create programs and events to fill these needs. The assistant should be patient and caring but also active and motivated.

Essential Job Functions

- Assist the residents with groceries and chores
- Set up and plan activities
- Identify areas and opportunities for service
- Work with the community to identify volunteer efforts for these needs
- Serve as a friend to members of the home

Other Necessary Skills

- Self-Motivation
- Community service volunteering
- Communication
- Concern for others
- Planning and organizing

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2022 Senior Category Job Description

Golden State Parks
123 Main Street
Clover City, CA 91234

Position: Park Ranger Intern

Position Overview: The Golden State Parks is looking for an intern to assist the Park Ranger team with varying activities. The intern would assist in interpretive program presentations given by the Park Ranger and be responsible for setting up equipment, props, and supplies needed. They would assist in posting notices and weather advisories in campgrounds and in checking campsites for unsafe conditions.

Essential Job Functions

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

Other Necessary Skills

- Knowledge of personal safety
- Communication
- Teamwork
- Self-Responsibility

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2022 Senior Category Job Description

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

Position: 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

