



State 4-H Interview Contest 2025 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](#).

2025 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
- Snack Stand Helper

Intermediate Category (ages 11 to 13)

- Petting Zoo Helper
- Interactive Game Attendant
- Book Reader
- Snack Stand Assistant

Senior Category (ages 14 to 19)

- Farm Tour Guide
- Café Server
- Photographer Assistant
- Day Camp Counselor





California State 4-H Interview Contest

2025 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





California State 4-H Interview Contest

2025 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 the 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





California State 4-H Interview Contest

2025 Junior Category Job Description

Heartland Elementary School
123 Main Street
Clover City, CA 91234

Position: Flag Monitor

Position Overview: Heartland Elementary School is looking for a youth for the position of Flag Monitor. The monitor will be responsible for 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
- Public Speaking
- Organization

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

2025 Junior Category Job Description

Village Park Tasty Treats
123 Main Street
Clover City, CA 91234

Position: Snack Stand Helper

Position Overview: Village Park Tasty Treats is looking for an enthusiastic and friendly helper to serve pre-packaged snacks to those who are visiting the Park. This position will serve snacks to customers. They will keep the work area clean and neat. This position should be able to provide exceptional service and work efficiently. This would be during after-school times and weekends.

Essential Job Functions

- Help customers select snacks.
- Provide excellent customer service
- Maintain a clean, well-organized space.
- Maintain an energetic and positive attitude.

Other Necessary Skills

- Communication
- Customer Service
- Teamwork
- Social skills
- Self-Responsibility

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

2025 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 visitors' questions about the animals. The helper will keep the feeding stations full and ensure that visitors use the handwashing stations as they enter and 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. This position will help others understand and enjoy animals.

Essential Job Functions

- Assist with the care of the animals.
- Answer customer questions.
- Maintain feeding stations.
- Be 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





California State 4-H Interview Contest

2025 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 knowledge of 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

2025 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 stories.
- Provide feedback to the teacher on books to be read.
- Organize and return books.
- Keep records on the time spent reading and the books read.

Other Necessary Skills

- Oral communication
- Planning and organizing
- Keeping records
- Social skills
- Self-Responsibility

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

2025 Intermediate Category Job Description

Village Park Tasty Treats
123 Main Street
Clover City, CA 91234

Position: Snack Stand Assistant

Position Overview: Village Park Tasty Treats is looking for an enthusiastic and friendly assistant to serve pre-packaged snacks to those who are visiting the Park. This position will create a positive and welcoming customer experience and advise customers on their snack selection. They will keep a clean, well-stocked, and organized workplace. They will supervise a snack stand helper who will get snacks for customers. This position should be able to provide exceptional service and work efficiently. This would be during after-school times and weekends.

Essential Job Functions

- Help customers select snacks and process payments.
- Supervise the snack stand helper in getting the snacks for customers.
- Provide excellent customer service
- Maintain a clean, well-organized space.
- Keep the snacks well-stocked.
- Maintain an energetic and positive attitude.

Other Necessary Skills

- Communication
- Customer Service
- Supervision
- Keeping records
- Social skills
- 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

Clover Farm Tours
123 Main Street
Clover City, CA 91234

Position: Farm Tour Guide

Position Overview: Clover Farm Tours is looking for an enthusiastic tour guide to help lead our weekend tours for families. The tour guide will work with the team to guide the families through our farm to educate them on our animals – poultry, swine, cattle, llamas - and gardens – vegetable, herbs, and fruit. They will welcome guests and teach lead them about the animals that are raised and the fruits and vegetables that are grown on the farm. They will ensure that guests are following the farm rules. Prior experience with raising animals and growing crops is a plus, but no experience is necessary.

Essential Job Functions

- Welcome and friendly attitude toward the guests.
- Communicate farm rules to the guests.
- Lead guests on a tour of the barns and fields.
- Keep to a tour start and end time.
- Keep records of each tour.

Other Necessary Skills

- Customer Service
- Communication
- Planning and organization
- Teamwork
- Disease Prevention
- Keeping records

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Good Morning Café
123 Main Street
Clover City, CA 91234

Position: Café Server

Position Overview: Good Morning Café is seeking a motivated and friendly individual to work the coffee bar. No previous food service experience is necessary. Position duties would include brewing and preparing coffee drinks for customers and serving breakfast food. Friendly and helpful service is a must. Attendant would also assist in making signs for coffee specials. Attendant would assist in the inventory and ordering of products. Must be willing to obtain food safety certification.

Essential Job Functions

- Brew and make coffee drinks.
- Serve breakfast food.
- Provide excellent customer service.
- Assist in making signs and displays.
- Assist in inventory and ordering.

Other Necessary Skills

- Teamwork
- Customer Service
- Communication
- Problem Solving
- Self-Responsibility
- Keeping Records

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

Happy Days Photography
123 Main Street
Clover City, CA 91234

Position: Photographer's Assistant

Position Overview: Happy Days Photography provides excellent service to document some of life's special moments. This position as photographer assistant would cover general photography, birthdays, and sports photos. Training will be provided. Duties would include setting appointments, assisting with photo shoots and assisting in the photo shop. These would generally include assisting customers with package deals, showing proofs, deciding on the backgrounds, and payment and orders.

Essential Job Functions

- Set up appointments with customers.
- Assist customers in selecting backdrops for photos.
- Assist photographer with photo shoots (general, sports, birthdays).
- Assist customers with proofs.
- Work with customers on package deals and payment.

Other Necessary Skills

- Self-Responsibility
- Problem Solving
- Social Skills
- Contributions to a Group Effort
- Planning and Organizing

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

Senior Category Job Description

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

Position: Day Camp Counselor

Position Overview: Clover City Parks and Recreation District is seeking a counselor for summer day camps for youth ages 5-10. Duties will include meeting with the team to plan camp themes and activities, getting equipment and supplies ready for activities you are responsible for, setting up the camp areas, helping with camp check-in, leading your activities and assisting other counselors at the day camp program, and helping with check out. We promote teamwork, a positive attitude, and a healthy lifestyle.

Essential Job Functions

- Develop themes and curricula with day camp team.
- Organize and plan your activities.
- Set up day camp activities.
- Lead youth through activities at day camp.
- Maintain an energetic and positive attitude.
- Develop positive relationships with youth.

Other Necessary Skills

- Teamwork
- Planning and organization
- Communication
- Nurturing Relationships

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

