

California State 4-H Interview Contest

<http://www.ca4h.org/projresource/fieldday/>



Cows and Sows Petting Zoo Position: Petting Zoo Helper

Position Overview

Cows and Sows Petting Zoo is looking for a youth to assist in their petting zoo this summer! The helper will work with the animals in the petting zoo and answer visitor's questions about the animals. They will also manage the feeding station to make sure enough food is in the stations for visitors. They should be comfortable with farm animals and be willing to learn about animal types, 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

- Communication
- Nurturing Relationships
- Self-Responsibility
- Disease Prevention
- Social Skills

Eligibility: 4-H Junior 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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University of California
Agriculture and Natural Resources

4-H Youth Development Program

Company Name: Luige's Meatball Palace

Position Title: Prep Cook

Position Overview

Prep Cook is responsible for providing consistently phenomenal customer service, promptly cleaning work area, creating delicious packaged and hot/salad bar food for customers, and maintaining attractive displays of products. This position upholds company standards including genuine customer service, department conditions, safety, productivity, and other workplace conditions in a manner that upholds the values of Luige's Meatball Palace

Essential Job Functions

- Maintain a working knowledge of products and supply back stock, informing management team of shortages.
- Maintain a working knowledge of the Food Service and Kitchen back stock areas and the procedures for receiving supplies and products.
- Maintain a neat and organized dish storage area.
- Use equipment safely and properly in accordance with training for that specific equipment, and only use equipment you have been trained to use safely.

Other Necessary Skills

- Adhere to scheduled shifts and be ready for work when shift begins.
- Keep the department orderly and clean.
- Assist in inventory counts, storewide cleaning, and other projects as needed.
- Ensure equipment repair and maintenance is communicated to appropriate personnel and make adjustments until equipment has been improved.

Eligibility: 4-H __Junior__ category Bring:

Cover letter and Résumé for this position

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Heartland Pioneer's Museum

Position: Interactive Game Attendant

Position Overview

Heartland Pioneer's Museum is looking for an energetic youth to be an interactive game attendant in the museum. The attendant will watch and play two of the interactive games in the museum. They serve to get other youth involved and help them play. They will be trained on the games and will be asked to answer any questions relative to the game. They should be energetic to get others involved! The games test youth's history knowledge, so the attendant should have knowledge of or be willing to learn citizenship.

Essential Job Functions

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

- Responsible Citizenship
- Social Skills
- Conflict Resolution
- Contribution to a Group Effort
- Self-motivation

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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Sunnyside Elementary Position: Teacher's Assistant

Position Overview

Sunnyside Elementary is seeking a teacher's assistant for teachers in kindergarten through 2nd grade. The duties include: help with preparing crafts, organizing and cleaning the classrooms, helping to grade assignments, helping to read to the children, and working with teachers on special needs or events.

Essential Job Functions

- Preparing crafts and projects
- Assist in organizing and cleaning room
- Helping to grade assignments
- Helping to read to children
- Assist teachers in special needs and events

Other Necessary Skills

- Problem Solving
- Teamwork
- Communication
- Self-Responsibility
- Concern for Others

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position

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**Hummingbird Creative Designs
Position: Marketing Assistant**

Position Overview

Hummingbird Creative Designs works with clients and organizations to plan and launch creative marketing plans and events. We are seeking a creative and energetic marketing assistant to join our team! The assistant will help with putting together trinkets and packets for our events and clients. The will manage a log book of what was done, the amount of time spent and the amount of trinkets completed. The will keep inventory of items and assist in reordering supplies with the secretary. Attention to detail, goal focused and organization skills are needed.

Essential Job Functions

- Assist with creating marketing trinkets and packets
- Manage the task log book
- Maintain inventory and assist in reordering
- Help with other special projects
- Present themselves in a professional, but energetic demeanor

Other Necessary Skills

- Communication
- Contribution to a Group Effort
- Record Keeping
- Self-Responsibility
- Goal Setting

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position

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University of California
Agriculture and Natural Resources

4-H Youth Development Program

Company Name: Taxes-R-Us

Position Title: Office Assistant

Position Overview

Our office assistants will provide support to full time administrative staff as well as directly to accounting professionals. Applicants must be self-starters who are eager to contribute to a team of knowledgeable tax professionals and to take on increasing responsibilities. We are looking for candidates with superior communication skills and attention to detail.

Essential Job Functions

- Copying, binding, and assembling tax returns
- Copying and scanning client materials
- Receiving and routing incoming phone calls on multi-line phone system
- Input data into tax software
- Filing

Other Necessary Skills

- Excellent communication skills
- Self-Starter
- Experience in customer service
- Ability to work independently on tasks with little direction
- Attention to detail
- Sense of urgency

Eligibility: 4-H _Junior or Intermediate __ category

Bring: Cover letter and Résumé for this position

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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

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**Tri-County Market
Position: Market Cashier**

Position Overview

Tri County Market is looking for a motivated and enthusiastic cashier for their market. This position would assist the head cashier in helping customers check out and answer questions with fast and courteous service. The market specializes in providing produce and products from local farms and companies. Some knowledge of agriculture or willingness to learn about the local agriculture is encouraged. This position will also assist in setting up product displays and some local events.

Essential Job Functions

- Cashier duties of checking out and payments for items
- End of day cashier totals require basic math and accounting
- Answering customer questions or locating answers
- Fast, but efficient service
- Assist in display set up and local events

Other Necessary Skills

- Organization
- Self-motivation
- Communication
- Keeping Records
- Cooperation

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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University of California
Agriculture and Natural Resources

4-H Youth Development Program

Company Name: Generic Seed Company

Position Title: Research Assistant, Pepper Breeding

Position Overview

Pepper breeder draws up planting plans, your job is to execute them, working with the greenhouse and field personnel to coordinate activities. Knowledge of pepper growth stages a plus. Ability to work in a greenhouse and open field environment required.

Essential Job Functions

- Managing all aspects of a pepper breeding program
 - Seed inventories, printing plastic pot tags, sowing seeds in a greenhouse
 - Transplanting peppers in a greenhouse or field
 - Printing pollinating tags, pollinations
 - Harvesting fruits for yield trials or for seed, and seed extraction/drying/packaging

Other Necessary Skills

- Knowledge of how to grow peppers (water, fertilizer, pests, diseases, weeds, etc.) preferred
- Knowledge of software programs Excel, Access, and Word required
- Basic knowledge of plant genetics required, knowledge of plant breeding a plus
- Able to lift 25 lbs. required, 50 lbs. a plus

Eligibility: 4-H Intermediate or Senior category

Bring: Cover letter and Résumé for this position

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