



State 4-H Interview Contest 2024 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/

2024 Job Descriptions

Primary Members (ages 5-8)

Primary Members are not eligible for the Interview Contest.

- Dog Walker
- Recycling Assistant
- Lost & Found Assistant

Intermediate Category (ages 11 to 13)

- Pet Attendant
- Plant Shop Assistant
- Ice Cream Parlor Helper

Senior Category (ages 14 to 19)

- Stage Assistant
- Catering Assistant
- Afterschool Program Assistant
- Dog Grooming & Boarding Assistant

Junior Category (ages 9 and 10)





California State 4-H Interview Contest

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

2024 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





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2024 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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2024 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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2024 Intermediate Category Job Description

Paw Print Pet Adoption Service

123 Main Street

Clover City, CA 91234

Position: Pet Attendant

Position Overview: Paw Print Pet Adoption Service is seeking a new pet attendant! The attendant will care for the dogs and cats by cleaning their pens, feeding, and washing them. They will also play with the pets and make sure they reach their amount of needed daily exercise. The attendant will also show the dogs and cats to people looking to adopt a pet and provide information for a happy and healthy pet home.

Essential Job Functions

- Manage care for the pets including cleaning, feeding, and washing
- Play with animals
- Monitor and record exercise time
- Show animals to people interested in adopting a pet
- Provide new pet home information

Other Necessary Skills

- Concern for others
- Self-Responsibility
- Communication
- Keeping records
- Decision making

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





California State 4-H Interview Contest

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2024 Intermediate Category Job Description

Blooms Unlimited
123 Main Street
Clover City, CA 91234

Position: Plant Shop Assistant

Position Overview: Blooms Unlimited is a small plant shop that provides annual and perennial flower plants for local homes. We also carry soil additives, pots, and garden decorations for every season! We are seeking an assistant to help customers find the plants and items they are looking for. To aid the assistant, a floor layout map of plants and a resource book is available. The assistant will need to be helpful to customers and be willing to learn about plants and garden equipment. They will also keep things clean and organized. The assistant will be in charge of putting new plants in the correct location and making sure signs are posted.

Essential Job Functions

- Assist customers with finding plants and items
- Learn the floor layout and resource book
- Willingness to learn about plants and garden equipment to better assist the customer
- Maintain a clean and organized environment
- Manage the placement of new plant arrivals and signs

Other Necessary Skills

- Communication
- Customer service
- Desire to learn new things
- Self-Responsibility
- Decision making

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position





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2024 Intermediate Category Job Description

Scoops O' Fun Ice Cream Parlor
123 Main Street
Clover City, CA 91234

Position: Ice Cream Parlor Helper

Position Overview: Scoops O' Fun Ice Cream Parlor is seeking an energetic helper. The helper will assist the parlor in the afterschool and summer days rush. They should be helpful and enthusiastic about ice cream and treats. They will assist customers with selecting ice cream flavors and writing down customer orders to give to the ice cream makers. They will also help answer the phone and any questions. The helper will help set up candy displays and package and price candy bags. We are willing to train the right person with an energetic and outgoing personality!

Essential Job Functions

- Assist ice cream makers
- Help customers with flavor selections
- Take customer orders to the ice cream makers
- Help with answering questions and phone calls
- Assist with displays and product packaging

Other Necessary Skills

- Communication
- Customer service
- Teamwork
- 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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2024 Senior Category Job Description

Sweetwater Community Theatre
123 Main Street
Clover City, CA 91234

Position: Stage Assistant

Position Overview: Sweetwater Community Theatre is looking for an enthusiastic stage assistant! The stage assistant is responsible for ensuring that everything goes smoothly on stage. They will help with props and set design and ensure that the set is ready for each scene. The assistant will manage the needs of the actors during rehearsals and performances. They will perform additional jobs that are needed for the show.

Essential Job Functions

- Manage and organize the props room
- Assist with construction of set designs
- Set up each prop needed for each scene
- Assist the needs of actors during plays
- Assist with programs

Other Necessary Skills

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

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2024 Senior Category Job Description

Clover Street Deli
123 Main Street
Clover City, CA 91234

Position: Catering Assistant

Position Overview: Clover Street Deli is looking for an assistant to join their special events team. The assistant will assist in plating meals for special events and assist in serving plates to guests. The assistant needs to be motivated and enjoy working in a fast-paced environment. They should be able to provide exceptional service and work efficiently. The assistant will also need to meet the needs and requests of guests and organizers when problems arise.

Essential Job Functions

- Help plate 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

- Communication
- Customer service
- Teamwork
- Problem Solving
- Self-Responsibility

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2024 Senior Category Job Description

Patterson Village Afterschool Program

123 Main Street

Clover City, CA 91234

Position: Afterschool Program Assistant

Position Overview: Patterson Village is looking for an enthusiastic assistant to help with their afterschool program. The assistant would implement the Ag in the Classroom activities from the curriculum. They would also help students with tutoring on homework and preparing the afternoon health snacks. They would be responsible for making sure children clean up at the end of the day.

Essential Job Functions

- Prepare Ag in the Classroom lesson materials
- Assist in preparing healthy afternoon snacks
- Help to tutor children on homework
- Ability to care for children and serve as a role model
- Assist in organizing, cleaning and preparing for the next day

Other Necessary Skills

- Communication
- Child Management
- Teamwork
- Problem Solving
- Self-Responsibility

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position





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2024 Senior Category Job Description

Pawsability
123 Main Street
Clover City, CA 91234

Position: Dog Grooming and Boarding Assistant

Position Overview: Pawsability is looking for an animal loving assistant to help look after dogs in their care. The assistant would be responsible for feeding and watering the animals and cleaning the kennels. They would also be exercising the dogs as needed. The assistant would bathe and dry the dogs prior to grooming. They would help the groomers by keeping the animals calm while they are groomed. They would also assist with checking animals in and out of the facility.

Essential Job Functions

- Feeding, watering, cleaning , and exercising animals
- Bathing and drying dogs
- Ability to keep animals calm
- Keeping records of tasks completed
- Assist in management of signing dogs in and out of facility and processing payments

Other Necessary Skills

- Communication
- Animal Management
- Teamwork
- Record Keeping
- Contribution to a Group Effort

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

