

# California 4-H Interview Contest Appendix

*March 2009*

UNIVERSITY OF CALIFORNIA



CITIZENSHIP  
LEADERSHIP  
LIFE SKILLS

**4-H**  
Youth  
DEVELOPMENT  
PROGRAM

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## California State 4-H Interview Contest

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



## California State Parks Position: Jr. Park Ranger

### Position Overview

The State Parks is looking for a Jr. Park Ranger to assist the Park Ranger team. Duties would include assisting the park rangers with varying activities. The Jr. Park Ranger would be directly responsible for presentation props and assisting the Ranger with those presentations. They would also assist in the posting and notices of weather advisories.

### Essential Job Functions

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

### Other Necessary Skills

- Knowledge of Personal Safety
- Self-Responsibility
- Cooperation with Team
- Communication
- Contributions to a Group Effort

**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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**Busy Bee Arts and Crafts  
Position: Arts and Craft Class Helper**

**Position Overview**

The Busy Bee provides arts and craft classes during the summer. We are seeking a helper for our classes to help class members with projects, prepare items for classes, and displaying projects after they are complete. Some office work will be required including copying class fliers and craft directions. They may also assist in class check in. They should enjoy crafts and be able to help others in projects.

**Essential Job Functions**

- Work with others on projects
- Help prepare items for the craft classes
- Help display completed projects
- Assist with class promotion and check in
- Organize class fliers and craft directions

**Other Necessary Skills**

- Communication
- Contribution to a group effort
- Social Skills
- Problem Solving
- Planning/Organizing

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

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### **B' Safe Training Company** **Position: Bike Safety Demonstrator**

#### **Position Overview**

B' Safe Training Company is looking for a Bike Safety Demonstrator to joining their training team! The demonstrator will need be trained on proper bike safety and follow directions during demonstrations. They should also be able to help other youth in bike safety classes. The demonstrator will assist in class check-in, answering questions and class promotion. The demonstrator should assist in finding bike safety needs and creating programs to address these needs.

#### **Essential Job Functions**

- Be willing to learn proper bike safety
- Assist the demonstration by following directions on the bike
- Work with youth in classes for bike safety
- Some administration help such as checking in, answering questions and promotion
- Work with the community to identify bike safety needs and areas of concern

#### **Other Necessary Skills**

- Service Learning
- Contribution to a group effort
- Concern for Others
- Community Service Volunteering
- Planning/Organizing

**Eligibility:** 4-H Junior category

**Bring:** Cover letter and Résumé for this position

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### Real Life Media Distribution Position: Media Set Up Assistant

#### Position Overview

Real Life Media Distribution is looking for a media set up assistant to help in general media needs. This position will be responsible for assisting in setting up media equipment for special events and meetings and serving as a company representative for assistance during these events. They are also responsible for troubleshooting with equipment and programs. Providing courteous and helpful support to organizers is a must. Other general duties would include assisting in the office with checking equipment, replacing cords and batteries and checking out of equipment.

#### Essential Job Functions

- Assist in setting up equipment for events and meetings
- Help with basic troubleshooting of equipment and programs at events
- Maintaining equipment and replacing needed batteries and cords
- Serve as a company representative for special events with equipment
- Provide courteous and helpful service

#### Other Necessary Skills

- Communication
- Stress Management
- Contribution to a Group Effort
- Marketable Skills
- Problem Solving

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

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**Jam Sports**  
**Position: Sports Assistant**

**Position Overview**

Jam Sports is a youth sports gym that offers year around sports facility, training and teams for youth. Jam Sports is looking for an assistant that would help in various aspects including: registration, sports announcer, coaching assistance, and program assistance. This person should be enthusiastic, energetic and have the ability to multi-task. The assistant should also have a passion for developing positive relationships with youth and promoting team interactions.

**Essential Job Functions**

- Assist with multiple tasks and duties
- Develop positive relationship with youth
- Assist needs of the program including registration, coaching and promotions
- Help with announcing at team games
- Be energetic and positive

**Other Necessary Skills**

- Communication
- Teamwork
- Nurturing Relationships
- Self-Responsibility
- Decision Making

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

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### Reel Theaters

#### Position: Movie Clerk

#### Position Overview

Reel Theaters is seeking a motivated and dedicated movie clerk to join their team. The movie clerk is responsible for various tasks at the theater including: selling tickets, setting up movie showings, sending movie hours to newspapers and online sources, and helping set up movie promotions. The position requires organization and responsibility for other movie clerks in the shift. The position also allows for growth to assist with in-house movie reviews and scheduling.

#### Essential Job Functions

- Assist in ticket sales and collection
- Assist in sending the movie schedule to local media
- Assist in movie promotions and showings
- Managing other employees
- Opportunities for reviews and scheduling

#### Other Necessary Skills

- Communication
- Cooperation
- Leadership
- Self-Responsibility
- Decision Making

**Eligibility:** 4-H Intermediate category

**Bring:** Cover letter and Résumé for this position

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### **Patterson Village After-School Program Position: After-School Program Assistant**

#### **Position Overview**

Patterson Village is looking for an enthusiastic assistant to help with their after-school program. The assistant would help with after-school crafts, preparing afternoon health snacks, tutoring and mentoring. They would also help check out children to their guardians and clean up after the day. Some preparation for the next day would be needed after the children are gone.

#### **Essential Job Functions**

- Preparing crafts and projects
- Assist in preparing afternoon snacks
- Helping 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**

- Responsible Citizenship
- Teamwork
- Communication
- Self-Responsibility
- Concern for Others

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

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**Diva Fashion Designs  
Position: Design Assistant**

**Position Overview**

Diva Fashion Designs is looking for a motivated and creative assistant for one of their designers. This position would assist the designer in all areas. Examples would include clippings of interesting designs and new looks. They would also pick up textiles from their suppliers and drop off items. They would assist in the fitting of models and facilitate idea generation discussions. They would also work in accounts receivable and payable for their designer.

**Essential Job Functions**

- Go through fashion magazines for designs and looks
- Run errands including picking up and dropping off items
- Assist in the fitting of models or clients
- Serve as a facilitator in idea generation sessions
- Assist in accounts payable and receivable

**Other Necessary Skills**

- Organization
- Self-motivation
- Communication
- Keeping Records
- Stress Management

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

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### Technology Zone

#### Position: Sales Associate

#### Position Overview

Technology Zone is looking for a motivated and enthusiastic sales associate to joining their sales team! Technology Zone has computers, stereos, televisions and other cutting edge equipment for sale and customer service repair. Our sales associate team promotes our products and helps customers find what best fits their needs and expectations. An associate should have exceptional customer service, be professional and have information about products, or be able to locate needed information. Associates also help in inventory, sales promotion ideas and serving as a cashier. An associate should keep records of sales for the associate performance program.

#### Essential Job Functions

- Promote products with exceptional customer service
- Learn about products and share information with customers
- Assist in sales at the cash register
- Generate ideas and work with sales promotions
- Keep accurate sales records

#### Other Necessary Skills

- Organization
- Self-motivation
- Communication
- Keeping Records
- Stress Management

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

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