



## California State 4-H Interview Contest

[https://ucanr.edu/sites/sfd/Competitions/Interview\\_Contest/](https://ucanr.edu/sites/sfd/Competitions/Interview_Contest/)

### 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 state 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 need 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

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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

