

# 2024 Senior Job Interview Contest

Public speaking is one of the most important life skills 4-Hers develop over their 4-H careers. Yep, that's right. You are developing career-based skills, and 4-H Club Day is one opportunity to develop and showcase these skills.

In 2024, Chase, Chautauqua, Coffey, Elk, Greenwood, Lyon and Morris counties will again have a Job Interview contest at their local club day for 4-Hers in the senior division ages 14-18. County winners will have the opportunity to compete at Regional 4-H Club Day.

Many of you may already have a cover letter and a resume put together for your project record book area screening requirement. With the cover letter and resume a new requirement for area and state, the Job Interview will give you another place to utilize the work you've already done (or encourage you to get these important career-based tools ready!). The guidelines and project specific work that is required for area record judging will be your guideline for preparing for this portion of the contest.

Page 10-11 and page 15 includes information on the cover letter and resume: <https://tinyurl.com/5hfzyxw5>

Job Interview contest expectations:

- 4-Hers will present a prepared cover letter and resume following the state record keeping guide. You will be able to use the cover letter and resume that you already put together for the area screening (or this will help you get this step of career employment started).
- 4-Hers will be interviewed by a potential employer/boss or panel of interviewers
- The interview will focus on the Job Description provided (see attached). The same Job Description will be used at both your local and regional 4-H Club Day competitions
- Interviews will be timed and will last no longer than 20 minutes
- The 4-Her who is selected as the top candidate for the job at each county contest will earn the right to compete in the Job Interview at Regional 4-H Club Day March 23 in Madison, KS. One alternate can be selected to attend if the top candidate wishes not to compete.

Note:

This is a mock interview competition. The job description is one of a job that could be filled by a teen 4-Her in your community but is not currently in the budget. Please review the information and consider your skills/experience and how it would fit into your goals and future career opportunities. What you present and share for the interview must be factual and true to your personal 4-H experience.

There are three job descriptions you can choose from. Each job description is listed in this packet. The current jobs available are:

- Youth Project Leader
- Youth County Fair Superintendent
- Youth Leader Coordinator

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# Youth Project Leader

## Position Description and Responsibilities:

Your Extension County 4-H program is looking for a **Youth Project Leader** to serve as a teen coordinator and developer of project-based learning opportunities in the community for all youth ages 5-18.

- Work directly with your local Extension Office 4-H program to help identify the need for project-based learning including:
  - Project-based day camps
  - Project-based competitions
  - Civic engagement/community service within a project area
  - Traditional and non-traditional project-based meetings
  - Conduct evaluation to determine knowledge gained from participants
- Promote educational opportunities within the 4-H program to the community
- Recruit new and underserved audiences to participate in project-based learning
- Secure adult volunteers with project-based expertise to help deliver hands-on educational activities
- Consider this general Kansas 4-H position description:
  - [Project Leader Position Description](#)

## Qualifications:

- Open to current 4-Her ages 14-18
- Evidence of strong 4-H participation and engagement in the community
- Willingness to learn more about positive youth development and the volunteer screening process
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media
- Must uphold strict confidentiality and professionalism with volunteers and data management

## Expectations:

The Youth Project Leader will work approximately 10-15 hours per month over a one-year period. Upon completion of 120 hours of service, the Youth Project Leader will receive recognition for their service.

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# Youth County Fair Superintendent

## Position Description and Responsibilities:

Your Extension County 4-H program is looking for a Youth County Fair Superintendent to serve as a teen coordinator of a project-based department at your local county fair for all youth ages 5-18.

- Work directly with your local Extension Office 4-H program to recruit other youth and adults to assist fair superintendents across all project areas
- Help familiarize judges with the consultative judging process
- Monitor the judging process during the fair. This would include:
  - Keeping the judge moving at an acceptable pace
  - Making sure positive, constructive feedback is provided
  - Notify the judge of any special awards and the criteria they use
- Verify all youth has been judged and ribbon places have been assigned to all exhibits
- Help display exhibits for public viewing
- Consider this general Kansas 4-H position description:
  - [The 4-H Project Exhibit: A Superintendent's Role](#)

## Qualifications:

- Open to current 4-Her ages 14-18
- Evidence of strong 4-H participation and engagement in the community
- Willingness to learn more about positive youth development and the volunteer screening process
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media
- Must uphold strict confidentiality and professionalism with volunteers and data management

## Expectations:

The Youth County Fair Superintendent will work approximately 10-15 hours per month over a one-year period. Upon completion of 120 hours of service, the Youth County Fair Superintendent will receive a \$250 scholarship.

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# Youth Leader Coordinator

## Position Description and Responsibilities:

Your Extension County 4-H program is looking for a **Youth Leader Coordinator** to serve as a teen spokesperson and coordinator to help recruit and engage new volunteers to help lead project-specific learning opportunities for community youth ages 5-18.

- Work directly with your local Extension Office 4-H program to help identify and recruit new or first-time volunteers willing to serve program areas including:
  - Project-based learning experiences
  - Leadership
  - Civic engagement/community service
  - Judging and evaluation
- Promote volunteer opportunities within the 4-H program to the community
- Assist new 4-H Volunteers in designing, implementing, and delivering positive youth development programs to new and underserved audiences in the community
- Help maintain the registered “volunteer portfolio” to help ensure new volunteers receive support and regular contact with your local 4-H Extension Office/program leader
- Help identify areas where new volunteer leadership is needed. Some example volunteer descriptions include:
  - [Club Leader Position Description](#)
  - [Project Leader Position Description](#)
  - [Parents’ Committee Position](#)
  - [New Family Coordinator Position Description](#)
  - [Records Position Description](#)
  - [Public Speaking Position Description](#)
  - [The 4-H Project Exhibit: A Superintendent’s Role](#)

## Qualifications:

- Open to current 4-Her ages 14-18
- Evidence of strong 4-H participation and engagement in the community
- Willingness to learn more about positive youth development and the volunteer screening process
- Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media
- Must uphold strict confidentiality and professionalism with volunteers and data management

## Expectations:

The Youth Volunteer Coordinator will work approximately 2 hours per week (10 hours per month) over a one-year period. Upon completion of 120 hours, the Youth Volunteer Coordinator will receive a \$250 scholarship.

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Score Card for \_\_\_\_\_ from \_\_\_\_\_ County

- Cover letter (15 points) Points: \_\_\_\_\_
  - This cover letter may be project-specific and related to the area record keeping contest. Do not consider a cover letter more directly addressing the job application over a stronger letter that may be project-specific (i.e. beef or leadership). A top cover letter is well-written and provides good insight on what talents and reasons the individual is a top candidate

Comments:

- Resume (15 points) Points: \_\_\_\_\_
  - The resume may be project-specific and related to the area record keeping contest. Do not consider a resume more directly addressing the job application over a stronger resume that may be project-specific (i.e. visual arts or sheep). A top resume is well-written and provides good insight on what talents and reasons the individual is a top candidate

Comments:

- Introduction/background (10 points) Points: \_\_\_\_\_
  - Ask the candidate to introduce themselves and give a short background on their involvement in 4-H and interest in the Youth Volunteer Coordinator job

Comments:

- Ability to express/confirm how they meet the job Qualifications (40 points) Points: \_\_\_\_\_
  - Evidence of strong 4-H participation and engagement in the community
  - Willingness to learn more about positive youth development and the volunteer screening process
  - Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media

Comments:

- Ability of the candidate to answer questions/ask questions/show interest in working for 4-H (20 points) Points: \_\_\_\_\_

Comments:

Ribbon Placing: \_\_\_White \_\_\_Red \_\_\_Blue \_\_\_Purple Top Blue Alt. Top Blue

Both the Job Interview Committee and the Interviewee can use resources to prepare for this interview contest. Questions can be selected from this resource, as well as the 4-H Ambassador resource page.

K-State Research & Extension Interview Guide <https://www.ksre.k-state.edu/boardleadership/resources-board-members/Interview%20Guide%20-%20Corrected.pdf>

4-H Ambassador Interview Questions (see right column) <https://www.kansas4-h.org/4-h-programs/teen-leadership-opportunities/ambassadors/index.html>

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