**Green Clover State Park**
**Position: Junior Park Ranger**

Position Overview

The Green Clover State Park is seeking an enthusiastic individual to join our team as a Junior Park Ranger. This position will run from June 15, 2016 through August 1, 2016 and will be a part time position. The Junior Park Ranger will work approximately two hours a day, three days per week. The Junior Park Ranger will assist the Park Ranger Team in maintaining the park grounds, leading educational activities and posting notices of weather advisories on the Green Clover State Park’s Facebook page.

Essential Job Functions

* Serve as an assistant to the Park Ranger
* Implement a litter collection program with the park ranger team
* Report hazardous conditions to the Park Ranger
* Assist the Park Ranger in giving educational presentations
* Post weather conditions and advisories on the park’s Facebook page.

Other Necessary Skills

* Knowledge of personal safety
* Self-Responsibility
* Self-Motivation
* Communication
* Team-Player

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.

**Fuzzy Feathered Friends Pet Shop**

**Position: Pet Shop Attendant**

Position Description

The Fuzzy Feathered Friends Pet Shop is seeking a part-time pet shop attendant who will be responsible for looking after the animals in the shop. The pet shop sells and cares for a variety of animal species including: cats, dogs, hamsters, fish and birds. Therefore, the attendant should be familiar with and confident in handling small animals. The pet shop attendant will be responsible for carrying out routine tasks such as cleaning pens, feeding and watering pets, and reporting any signs of animal illness or abnormal behavior to the manager. The attendant would also help restock the shelves with new inventory, play with or exercise the animals, bathe the animals as needed, and answer customer questions as they arise. The Pet Shop Attendant will work approximately 2 hours a week, two times per week.

Essential Job Functions

* Manage and care for the pets including feeding, watering and exercising the animals
* Observe animals and report any signs of animal illness or abnormal behavior to the manager
* Wash and bathe pets on a frequent basis
* Restock inventory as needed
* Answer questions from customers
* Follow feeding schedules and maintain accurate records

Other Necessary Skills

* Interest in working with animals
* Self-Responsibility
* Communication
* Decision Making
* Record-Keeping

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.

**Cloverbud Library**

**Position: Book Reader**

Position Overview

The Cloverbud Library is seeking a Book Reader to help lead their after-school, “I Love Reading” program. The Book Reader will be responsible for reading stories to small groups of children on Tuesday and Thursday evenings from 4:00 to 5:30 pm. The Book Reader should enjoy reading, enjoy working with young children and be able to show other children that reading is a fun activity. The Book Reader will be responsible for selecting books to read aloud, returning books to the correct shelf and cleaning up the reading area at the end of the day. The Book Reader is also responsible for recommending books to children who are seeking books to check-out.

Essential Job Functions

* Read to children that visit the library
* Select books to read aloud
* Clean-up reading area
* Organize and return books to the correct shelves
* Get young children interested in reading
* Make recommendations to children who are seeking books to check-out

Other Necessary Skills

* Passion for reading
* Passion for working with young children
* Good organizational skills
* Self-responsibility
* Good public speaking and communication skills
* Positive attitude

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.

**Critter Craze Ranch**

**Position: Petting Zoo Assistant**

Position Overview

Critter Craze Ranch is seeking a part-time employee to work on the weekends at their mobile petting zoo. The assistant will travel with the manager throughout the local area to visit various fairs, schools, carnivals, non-profit events and other similar venues. Animals in the petting zoo include rabbits, chickens, pygmy goats, miniature horses, and small sheep. The assistant will be responsible for handling animals under the supervision of the manager, keeping the pens clean, interacting with the general public, and answering questions about the animals. Applicants will also need to ensure that good bio-security practices are followed by posting handwashing signs and asking guests to wash their hands prior to and after petting the animals to mitigate the spread of diseases. Applicants should have experience or an interest in working with animals.

Essential Job Functions

* Handling animals
* Interacting with the general public
* Answering customer questions
* Keeping the mobile pens clean
* Ensuring that good bio-security practices are followed

Other Specific Skills

* Self-responsibility
* Good public speaking and communication skills
* Positive attitude
* Knowledge or willingness to learn about animals
* Knowledge or willingness to learn about good bio-security practices

Eligibility: 4-H Intermediate 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.

**Community Star Newspaper**

**Position: Freelance Reporter**

Position Overview

Community Star Newspaper is looking for an active youth to report stories to the weekly newspaper. These stories are produced at the reporter’s leisure and should focus on community, youth activities, and youth organizations within the local area. General duties include gathering information, making observations, capturing photos, writing articles and submitting news stories to the editor. The reporter will also be responsible for notifying the editor of any upcoming stories and submitting their articles on time. Articles should primarily focus on local youth events and activities but may also relate to state, national and international topics on current events surrounding youth.

Essential Job Functions

* Observe activities in the community
* Concisely compose articles on youth events and activities
* Appropriately edit articles prior to submission
* Submit articles to the newspaper editor on time
* Build relationships with youth organizations and community members

Other Necessary Skills

* Detail-oriented
* Strong written and oral communications skills
* Self-Discipline
* Resourceful
* Creative

Eligibility: 4-H Intermediate 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.

**Magnificent Media**

**Position: Media Setup Assistant**

Position Overview

Magnificent Media is looking for a part-time media set-up assistant to set up and operate general media equipment for special events and meetings. The assistant will also be required to maintain accurate inventory records for all media used. Records should include the date the media was purchased, the date the equipment was used, the name of the event where the equipment was used, and the date the equipment was returned to the office. This position requires the applicant to work on the weekends for no more than four hours a day, one day per week. The media assistant will also need to provide courteous and helpful support to event organizers. The ideal candidate will have knowledge of a wide variety of media equipment including computers, video conferencing equipment, sound systems, projectors, etc. or a willingness to learn. The ideal candidate will also be able to troubleshoot problems, should they arise, and work to find a solution to the problem.

Essential Job Functions

* Assist in setting up equipment at various events
* Operate media equipment
* Maintain accurate inventory records for equipment
* Help with basic troubleshooting of equipment
* Provide courteous and helpful service to event organizers

Other Necessary Skills

* Communication
* Problem-Solving
* Record-Keeping
* Decision Making
* Knowledge or willingness to learn about various media equipment

Eligibility: 4-H Intermediate 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.

**Furry Friends Feed Store**

**Position: Sales Associate**

Position Overview

Furry Friends Feed Store is looking for a motivated and enthusiastic Sales Associate to join our team. The store carries numerous brands of feed for both livestock and pets. The Sales Associate will be responsible for maintaining product inventory records, arranging product displays, stocking shelves and providing excellent customer service. The Sales Associate will assist customers as needed by answering questions, using a cash register to ring up transactions, and responding to telephone and email inquiries. The ideal associate will have knowledge of or a willingness to learn about pet and livestock feeds for a variety of species including: dogs, cats, horses, swine, goats, cattle, rabbits, poultry and sheep.

Essential Job Functions

* Provide excellent customer service
* Respond to customer questions and inquiries
* Learn about products and share information with customers
* Assist in transactions at the cash register
* Generate ideas and create product displays
* Maintain inventory records

Other Necessary Skills

* Organized
* Self-motivated
* Good Communication Skills
* Ability to keep accurate records
* Knowledge or willingness to learn about various pet and livestock feeds.

Eligibility: 4-H Senior 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.

**Superior Scholastic Teaching Center**

**Position: Teacher’s Assistant**

Position Overview

Superior Scholastic Teaching Center is an after-school learning center for children in grades 1st through 8th. We are currently looking for teacher’s assistants to help teachers facilitate learning activities for children. The center focuses on educating youth in multiple subject areas including Mathematics, Science, English and History. Thus, assistants should have specialization in one or more of the subject areas. In coordination with the teacher, the assistant will help plan and implement educational activities, work with children who need help on their homework, and work to ensure a clean and safe learning environment is maintained. Teacher’s assistants should be patient, caring and have the ability to disseminate information to help youth understand key concepts.

Essential Job Functions

* Assist teachers in planning and implementing learning activities
* Assist children with help on their homework
* Disseminate information to help youth understand key concepts
* Assist teachers in creating new approaches to facilitate learning
* Assist teachers in maintaining a clean and safe learning environment for children

Other Necessary Skills

* Self-responsibility
* Communication
* Problem Solving
* Patience
* Concern for others

Eligibility: 4-H Senior 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.

**Little Theater on the Pacific**

**Position: Stage Assistant**

Position Overview

Little Theater on the Pacific is currently seeing a motivated and enthusiastic Stage Assistant. We are a community theater that offers productions throughout the year. This is a flexible part-time job but will require working evenings and weekends. The stage assistant will assist the Stage Manager by organizing props and costumes, attending rehearsals as needed, keeping the stage and green rooms clean and organized, setting up the stage for rehearsals and shows, and running lines with actors as needed.

Essential Job Functions

* Manage and organize the stage and green rooms
* Manage and organize props and costumes
* Assist the manager by attending rehearsals as needed
* Set up the stage for rehearsals and shows
* Run lines with actors as needed

Other Necessary Skills

* Self-responsibility
* Contribution to a group effort
* Event planning
* Organization
* Communication

Eligibility: 4-H Senior 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.