

2022 Junior Category Job Description

4-H Camp
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: 4-H Day Camp Counselor

Position Overview: 4-H Camp is seeking day camp counselors to assist with multiple day camps during the summer. Counselors will work with a team to provide supervision to groups of Cloverbuds.

Supervision includes keeping track of all campers, helping move from place to place, leading games, serving snack, and making sure the area is kept clean. We focus on working as a team and providing a quality day camp for our campers that is safe and inclusive.

Essential Job Functions

- Be on time
- Manage supplies needed for all activities
- Observe campers and report any issues to supervisor
- Communicate with team members

Other Necessary Skills

- Self-responsibility
- Social skills and nurturing relationships
- Organization

Eligibility: Junior

2022 Junior Category Job Description

4-H Office
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: 4-H Ambassador

Position Overview: The 4-H office is looking for individuals to serve as 4-H ambassadors. Ambassadors will be responsible for creating and implementing 4-H promotional and educational activities throughout the spring. Ambassadors are responsible for identifying target audiences, developing presentations, and implementing the event. They will also be responsible for finding and securing locations.

Essential Job Functions

- Be on time
- Develop fliers
- Communicate with both youth and adults
- Speaking in-front of groups of people

Other Necessary Skills

- Written communication skills
- Public Speaking skills
- Self-responsibility
- Organization

Eligibility: Junior

2022 Intermediate Category Job Description

Clover Food Truck
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Window Attendant

Position Overview: The Clover Food Truck is seeking individuals to serve as a window attendant. You must be outgoing/friendly as this position requires interaction with the public. You will be responsible for taking orders, payment, answering the phone and serving food to customers. You must be able to work in close quarters as part of a team.

Essential Job Functions:

- Be on time
- Communication
- Mathematical skills
- Good team player

Other Necessary Skills:

- Detail oriented
- Good in a fast paced environment
- Social Skills

Eligibility: Intermediate

2022 Intermediate Category Job Description

Clover Farm
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Farm Hand

Position Overview: Clover farm is looking for individuals to serve as farm hands this summer. Farm Hands will be responsible for a variety of tasks and functions that will vary from day to day. Tasks include but are not limited to feeding and watering animals, mucking stalls, mowing, washing equipment, weed eating, and other duties as assigned.

Essential Job Functions

- Be on time
- Carrying up to 50 pounds
- Comfortable working with animals
- Self-Starter

Other Necessary Skills

- Responsible
- Able to work as a team and alone
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Eligibility: Intermediate

2022 Senior Category Job Description

Clover Farm Store
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Technician

Position Overview: Technicians need mechanical skills and should have an aptitude for increasing these skills to expand the kinds of jobs they can perform. A “be-of-service” attitude is also important when dealing with customers since your customer satisfaction is so vital to the growth of the service department.

Principal Responsibilities:

- Performs repair and maintenance work on equipment, in accordance with time schedules as assigned by service manager.
- Suggests additional needed work to the service salesman or service manager so the customer may be notified.
- Makes certain that work assignment is correct, ask for clarification if there are questions.
- Maintains tools and equipment, and notify the service manager if tools need replacement, or new tools are needed.
- Observes all safety rules and consistently works in a safe manner – reports any injuries “immediately” to the service manager.
- Maintains cleanliness of the working area and presents a neat and professional appearance.
- Maintains cleanliness of the customer’s equipment.
- Assists in expediting of parts orders to avoid wasting time.
- Notifies the service manager, dispatcher, and/or service salesman if delays are expected, or if a part needs to be ordered.
- Ask for assignment if out of work or temporarily not able to complete a job.
- Provide assistance to co-workers and fellow employees as needed.
- Accounts for all time and material used.
- Maintains a consistent attendance record.
- Clocks in and out daily showing job tickets, pers/vac/sick time, etc.
- Completes and submits all daily documentation to the service manager in a timely manner.
- Consistently strive to improve percentage of billable hours to meet or exceed quota.
- Maintains vigilance for methods of effecting cost reductions or revenue increases and reports observations to the service manager.
- Transports and delivers or picks-up equipment, machines or parts as needed, always loading, and securing carefully to ensure no damage by transport. Performs equipment checks both before and after transport to avoid transport damage claims and gives customer instructions for basic operation.
- Performs set up or pre-delivery inspections on new or used equipment as prescribed by manufacturer’s manual.

- Immediately reports any malfunction or defects to service manager.
- Performs all field service assignments promptly and efficiently with a minimum of non-billable comebacks.
- Give special attention to repeat repairs, so the problem is corrected, and future re-dos are avoided.
- Keeps up their education on the product lines and maintains abreast of any changes.
- Maintains appropriate licenses and certifications.
- Ability to diagnose and repair all AFS equipment (Monitors, Nav, autosteer, etc...)
- Other duties as may be assigned by the service manager.

General:

The service technician must be thoroughly familiar with the dealer's line of equipment. They must know the detailed construction of many machines and have the knowledge and skill to make repairs properly. A natural mechanical ability and familiarization with testing equipment and diagnostic procedures, as well as maintaining proficiency, as required. Listed are just some of the additional requirements: sitting, standing, climbing, lifting, grasping, reaching, stooping, and crouching, speaking, listening and motor coordination skills.

Reports to the Service Manager

Clover Farm Store reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, to be performed by the employee occupying this position. Employees are required to perform any other functions or duties assigned to them by management. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Eligibility: Senior

2022 Senior Category Job Description

Clover Healthcare
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Nurse Aide

Position Overview:

We are seeking special individuals with a firm grasp of our mission and values but a soft touch. The right candidate for this role will be dedicated, compassionate and a team player. Perform direct resident care duties under the supervision of licensed nursing personnel. Assist with promoting a comfortable physical and psychosocial environment for the residents. We offer a free 8-hour training course for the position.

Essential Job Functions:

The Nurse Aide will help to provide aspects of resident care that include:

- Activities of Daily Living
- Oral Care
- Grooming - Shaving and Nail Care
- Dressing and Undressing
- Infection Control and Prevention
- Positioning, Moving, and Restorative Care
- Nutrition and Elimination
- Comfort Care and End of Life Care

Qualifications:

- High school diploma or equivalent
- Must be capable of maintaining regular attendance

Company Profile:

We share our passion for improving quality of life through innovative healthcare, one person, one family and one community at a time. Each of our facilities is held to the highest clinical standards and is staffed by caring, experienced professionals. We strive to hire and retain personnel of ability, character, and dedication by providing good working conditions, training and leadership, and personal growth opportunities.

- Dental insurance, Health insurance, Life insurance, Paid time off, Vision insurance

Eligibility: Senior

2022 Senior Category Job Description

Clover County
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Extension Educator, Family and Consumer Sciences

Position Overview: The Ohio State University Extension (OSUE) seeks an Educator to work collaboratively with county, area, and state teams of OSUE professionals and with local agency leaders and volunteers. The Educator will be responsible for a broad range of basic to complex duties that could include but are not limited to: Providing guidance and/or leadership for Family and Consumer Science programming targeted to local and area needs. Programming will include some aspects of each of the three focus areas: Healthy People, Healthy Finances, and Healthy Relationships. Utilize appropriate methods, both formal and informal, of community assessment to identify educational needs and opportunities of local communities in Clover County. Develop /maintain community partnerships that will assist, enhance, and grow FCS programming and initiatives. Design, implement and teach educational programming, based on these needs, to groups and individuals comprised of adults and/or youth. May also convene and facilitate community coalitions focused on those needs. The Educator will develop promotional material, work with and/or lead committees and volunteers, and establish and maintain partnerships within the community that support the achievement of the program goals and existing community nutrition programs. The Educator evaluates educational programs and dissemination methods, as well as, utilizes existing evaluation instruments to evaluate the teaching effectiveness, program quality and results of local programs. Participate in discussions with county representatives concerning program funding and may be responsible for the management of the county budget. The Educator will be encouraged to secure external funds to support and supplement local programming. The Educator will participate in continued professional development that leads to distinction within specialty. Participate as a member of county, multi-county, and/or state Extension teams to further the overall mission, vision and values of both Ohio State University Extension and Family Consumer Sciences.

Detailed Description

- Give leadership to proactive program development in the broad areas of family and consumer sciences including financial education; human and family development and relationships, addiction issues and addictive behaviors education and prevention; and health, food and nutrition.
- Participate in programming that supports OSU Extension's six Impact Areas of Health and Wellness; Job Skills and Careers; Thriving Across the Lifespan; Sustainable Food Systems; Engaged Ohioans, Vibrant Communities and Environmental Quality. Collaborate with appropriate agencies and organizations to provide proactive educational programming for individuals, families, agencies, organizations, schools, and businesses; Utilize formal and non-formal needs

assessment techniques and secondary data to identify and prioritize needs and measure impacts of programming. Convene advisory committee(s) composed of community leaders and program users to assist in assessing needs and evaluating outcomes.

- Utilize a variety of education program delivery methods and teaching techniques including distance education, electronic media, newsletters, individual and group meetings, demonstrations, and capacity building to accomplish educational goals and to reach target audiences; Ensure a diversity among potential clientele and learners and equal access to programs and facilities without regard to age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, marital status, arrest or non-program related conviction record.
- Provide partnership with county programming as it overlaps or collaborates with FCS programs (Healthy People, Healthy Finances, and Healthy Relationships). Assist and collaborate with nutrition staff in the county and their supervisors in promoting and enhancing the Community Nutrition programs of SNAP Ed (Supplementation Nutrition Assistance Program Education) & EFNEP (Expanded Food and Nutrition Education Program). Develop/maintain community partnerships that will assist, enhance, and grow FCS programming and initiatives. Develop volunteers and their leadership skills. Provide opportunities to serve as spokespersons advocating for OSU Extension and as key leaders in train the trainer efforts; Network and collaborate with other agencies, schools, organizations and individuals in the community, area and state.
- Deliver recommendations and education using the latest research based information. Conduct applied research as needed to expand the knowledge base and develop educational publications. Research diverse audiences and age groups; examples: minorities, single parent families, teen parents, families in transition, child care providers, adult care providers, other professionals, volunteers, 4-H'ers, youth, limited resource individuals and families, individuals exposed or possibly exposed to addiction, and senior citizens throughout the area; Seek grants and contracts for OSU Extension Family and Consumer Sciences educational programs and interdisciplinary efforts to expand programming offered to clientele or to reach new audiences. Utilize Extension cost recovery strategies to recover costs of targeted educational programs.
- Approximately 10% of Educator's time will be dedicated to statewide issues. Be an effective team player. Work collaboratively with Extension educators in all program areas (Agriculture & Natural Resources, 4-H Youth Development, and Community Development), where interdisciplinary efforts are needed to meet broad issues or carry out major programming efforts.

Experience:

- Required: Written and oral communication skills; teaching skills; computer skills for communication and educational programming; team player; ability to work with minimum supervision; willingness to work flexible and extended hours.
- Desired: Experience partnering with organizations and agencies; Program development and teaching experience; Program and personnel management experience; Grant writing experience; demonstrated adaptability and flexibility.

Education:

- An earned Bachelor's or Master's degree at the time of hire is required. Preference will be given to candidates with a degree in Family and Consumer Sciences or closely related area (examples are: Human/Development/Family Science, Community Nutrition, Family Financial Management, Social Work/Counseling)

Eligibility: Senior

2022 Senior Category Job Description

Clover Bank
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Teller

Position Overview:

Welcomes and establishes relationships with customers. Processes customer transactions accurately and efficiently and balances daily. Educates customers on how to leverage technology (e.g. ATM, Kiosk, Mobile, On-Line) to conveniently process their transactions. Educates and refers customers to other areas of the bank to deepen relationships and build strong internal partnerships pursuant to OCR guidelines. Adheres to all operational, security, risk and regulatory related policies and procedures. Demonstrates acumen in banking, transaction processing, cash handling, customer service, operations, systems, technology and communication while maintaining up to date knowledge on all products, services, technology and policies.

As a Teller, you will be exposed to a solid foundation to launch your banking career. You will be provided opportunities to develop your skills in building relationships with customers but also learn about the different areas of banking. Clover Bank is committed to meeting our customers needs.

As a Teller, your primary responsibilities would include:

- Welcoming customers to the bank and establishing professional relationships with them.
- Processing customer transactions accurately and efficiently while balancing daily.
- Educating customers on how to leverage the banks technology to assist them with their transactions.
- Referring customers to other areas of the bank to deepen relationships and build strong internal partnerships.
- Adhering to all operational, security, risk and regulatory policies and procedures.
- After receiving training, you will be expected to demonstrate an acumen for banking, transaction process, cash handling, customer service, operations, systems technology and communication while maintaining up to date knowledge on all products, services, technology and policies.

Basic Qualifications:

- HS Diploma or GED
- 1 year experience working with customers. Can include military service with administration, contracting, civil affairs, or similar experience Or
- Bachelor's degree

Preferred Qualifications

- A Bachelor's Degree in a business-related field is preferred, but not required
- Cash handling skills preferred but not required
- Comfort with technology such as mobile services and online banking services, a plus

Eligibility: Senior