

2023 Junior Category Job Description

4-H Doggie Day Care
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Dog Walker

Position Overview: 4-H Doggie Day Care is seeking dog walkers to join our team. This position will help walk the dogs, work in the play area, and clean as needed. Our company works as a team to ensure the best care of the animals for our clients. We are looking for someone who is team oriented and enjoys working with dogs.

Essential Job Functions

- Be on time
- Walking dogs
- Clean-up play areas and after dogs
- Communicate with team members

Other Necessary Skills

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

Eligibility: Junior

2023 Junior Category Job Description

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

Contact: Chris Clover

Position: Book Shelver

Position Overview: The 4-H library is looking for individuals to assist in shelving books. Book shelvees will be responsible for collecting books from the tables in the library and front desk and returning them to the correct location in the library. Shelvees assist library visitors in finding and recommending books. Shelvees work as part of the larger library team to assist with other projects as needed.

Essential Job Functions

- Be on time
- Organize and return books
- Communicate with library visitors
- Assist in other areas as needed

Other Necessary Skills

- Self-responsibility
- Organization
- Public Speaking Skills

Eligibility: Junior

2023 Intermediate Category Job Description

Clover Hospital
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Hospital Attendant

Position Overview: Clover Hospital is seeking individuals to serve as attendants working directly with patients and staff. Hospital attendants will assist patients with meals, walks, and exercise. Attendants may also participate in leisure activities with patients such as reading, puzzles, and general conversation. Attendants will assist staff as needed with such jobs as stocking basic supplies.

Essential Job Functions:

- Be on time
- Assisting patients with basic needs
- Assisting with meals
- Reading to patients
- Good team player

Other Necessary Skills:

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

Eligibility: Intermediate

2023 Intermediate Category Job Description

Clover Gym
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Activity Leader

Position Overview: Clover Gym is looking for individuals to lead activities with our elementary age groups. We offer one hour classes for youth while their parents are working out. Activity Leaders lead structured games and events to the youth who are participating. Activities are designed to engage youth and get them moving and include but are not limited to crafts, dance parties, relay races, and parachute games. Activity Leaders should be energetic, enthusiastic and enjoy working with a variety of children. Our gym provides many resources and has planned activities but also encourages our activity leaders to present their own ideas.

Essential Job Functions

- Be on time
- Develop positive relationship with youth and parents
- Lead activities with youth in grades K-6
- Energetic
- Self-Starter

Other Necessary Skills

- Responsible
- Able to work as a team and alone
- Communication
- Decision Making

Eligibility: Intermediate

2023 Senior Category Job Description

Clover Animal Hospital
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Veterinary Assistant

Position Overview: We are looking for a Veterinary Assistant to care for animals and support Veterinarians. One of the most important Veterinary Assistant responsibilities is to ensure all areas are clean, for animals and humans alike. You will also assist the Veterinarian in examinations and operations. Do you love animals? Then you're halfway there. You need the ability to care for them properly. This includes knowledge of routine tasks, like feeding or bathing animals, but also readiness to care for injured or scared animals that might occasionally lash out. If you're organized, quick on your feet and have the stomach to help with medical operations and euthanasia, we'd like to meet you.

Essential Job Functions:

- Assist with preoperative and postoperative procedures including restraint, clipping, transferring animals, recording and reporting vital signs, and monitoring heart rate and oxygen saturation levels during surgeries.
- Prepare and fill prescriptions and drug labels.
- Maintain supplies required for the surgical area.
- Maintain surgical equipment, including sterilization, preparation and wrapping instrument packs, stocking supplies, cleaning the clinic, surgical areas, and cages, and laundering linens and towels used in the clinic area.
- Provide custodial care of animals (e.g. baths, grooming, distribution of food and water).
- Responsible for lifting and carrying animals and to transport from clinic area to regular wards.
- Maintain records and impound cards and scan animals to check for microchip implants.
- Maintain regular and predictable attendance.
- These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

Qualifications:

- High school diploma or equivalent
- Veterinary experience: 1 year (preferred)

Eligibility: Senior

2023 Senior Category Job Description

Clover Communications
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Digital Marketing Assistant

Position Overview:

The Digital Marketing Assistant (DMA) works closely with the Senior Account Coordinator on everything involving the development of specific client digital content including website development, client onboarding, blog writing, and social media content creation and management. The DMA is expected to complete tasks on the deadlines they are assigned and to follow best practices of development of the requirements of those tasks. The DMA must organized and have the ability to communicate clearly both verbally and in writing.

Essential Job Functions:

- Develops a set number of blog campaigns and content pieces
- Creating digital marketing campaigns, including web, SEO/SEM, social media and display advertising.
- Responsible for on-going web site development, enhancements and run the business maintenance of brand and Lines of Business (LOB) Web sites
- Adhere to best practices for maintaining front-end code
- Provide assistance and web development consultation to other departments on web-related topics
- Implement and maintain webpage graphics; maintain themes, styles and images for websites
- Produces short videos, graphics and other content as needed including but not limited to edited images, GIFs, highlights, interviews, etc.
- Creates and distributes content for all social media channels (with an emphasis on TikTok, Instagram, and YouTube shorts) while maintaining and developing the clients voice.
- Works collaboratively within the organization to promote the company's brand while aligning with the organization's message and image.

Qualifications:

- Bachelor's degree preferred (New Media, Visual Communications, Design, Marketing, Business) or equivalent education/training/experience.
- Must be capable of maintaining regular attendance.
- Experience with audio, video and other multi-media formats.
- Ability to work with a high sense of urgency, handling multiple priorities, changing deadlines and constant interruption.
- Regularly exercises discretion and independent judgment the in performance of his/her job duties
- Preferred: Experience in Microsoft Office, Google products, and Adobe Creative Suite products.

Eligibility: Senior

2023 Senior Category Job Description

Clover County
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Natural Resources Officer

Position Overview: Natural Resources Officers are commissioned peace officers who protect and promote Ohio's natural resources:

- Law Enforcement and Public Service: Patrol and enforce laws on all waters of the state as well as state park, state forest, scenic river, and natural areas and preserve properties to keep visitors safe and to preserve Ohio's natural resources for future generations.
- Education and Public Relations: Represent ODNR to the public as well as recreational and conservation groups. Teach in formal and casual settings. Provide media interviews promoting an array of educational information regarding boating safety and natural resources conservation. Instruct other state, county, and municipal agencies in maritime law enforcement.
- Emergency Response: Support emergency operations and other agencies during flooding, natural disasters, search and rescue operations, and recovery situations.

Natural Resources Officer cadets receive extensive training to prepare them for a career as a Natural Resources Officer.

Cadets attend an in-residence training academy for approximately 6 months. After graduating, cadets are promoted to the Natural Resources Officer position and continue to receive additional on-the-job training.

Qualifications

- Associates degree or completion of undergraduate core program in certain areas
- Must be able to pass fitness and swim test
- Valid driver's license
- Must be at least 21 years of age upon completing the Ohio Peace Officer Basic Training Course
- Must be a U.S. Citizen

Eligibility: Senior

2023 Senior Category Job Description

Clover Insurance
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Sales Professional

Position Overview:

We are expanding our team! We are looking for a passionate, self-motivated, driven salesperson with a desire to help people. Specifically, we are looking to help people by providing them quality insurance in the areas of home, auto, farm, and life. This person will work with existing and new clients. As a full-time agent you will help individuals, families, and small businesses protect and grow their assets. The position offered is in the insurance industry primarily working with small businesses and/or farms. You will have the opportunity to learn and be licensed to sell Auto, Home, Life and Health insurance. We are looking for star employees with great personalities, we will provide the training needed to be successful to the right candidate if you are not currently licensed.

Responsibilities:

- Exceed fair and attainable production goals.
- Develop insurance quotes, make sales presentations, and close sales.
- Developing networking relationships.

Required Qualifications

- Possess a genuine willingness to learn, be intuitive, and coachable.
- High School Diploma or Equivalent
- 1+ year of sales experience.
- Proficiency to multi-task, follow-thru and follow-up

Preferred Qualifications

- Property & Casualty License – not required because we will license and train driven and coachable people.

Eligibility: Senior