

Activity: Job Description Scavenger Hunt

Focus: How to Search for and Apply for Jobs

Grade Range: 8th

Time: 45 minutes



INSTRUCTIONS

1. Start the Module 2 Slide Deck and begin with slides 1-3 as a review for your class and overview of Module 2. Refer to notes in slide deck as needed.
2. Present slide 4. Describe the variety of sources where students may find job applications and open positions within companies/organizations.
3. Move on to slide 5 and 6 to talk about excellent online resources for finding jobs as a teen in Greater Cincinnati (slide 5) and Northern Kentucky (slide 6)
4. Review slide 7 on necessary documents needed to apply to a job as a minor. Point out the specific items students may need in order to complete their application (e.g.. State ID, worker's permit, physical).
5. Using slide 8, review with students the important parts of a job description to read and understand before applying to a job. Emphasize with students that thoroughly reading a job description before apply ensures the job is right for them before taking the time to apply. Review slide 9 when talking about the different parts to a job description.
6. Project slide 10, the group activity. Split the class into groups of 3-5 with mentors paired with each group and using the Example Job Description handout, have students fill out their Job Description Scavenger Hunt. Give students about 10-15min to complete the group activity.
 - a. Note: Ask students to raise their hand if they have done this Module before. If they have, ask students to help a classmate.
 - b. Note: This module was edited July 2024. If students ask questions about the dates on the job description, tell them this is just for reference and to double check jobs they apply for are within the dates they are applying.
7. After 10-15min, come together as a class and ask each group to answer a question from the scavenger hunt and describe where they found the answer on the Job Description. Take a few minutes to do this.
8. Move to slide 11 and introduce the final task "Challenge #2." Share with students that they will be completing a Job Description Scavenger Hunt on their own. Using [The Voice of Black Cincinnati](#) website, students should find one job that they would be interested in and complete the blank scavenger hunt. Encourage students to complete this challenge and their Job Application Cheat Sheet if not completed!
9. End Module 2 with slide 12 asking **ALL students present to complete the survey using the link or QR code.**

SYNOPSIS

Students will have the opportunity to learn strategies in searching for and applying for jobs online.

Topics included in this Module are:

- Where to find available jobs
- Necessary documentation for minors
- How to read a job description
- The job application process

MATERIALS

- Module 2 Slide Deck
- SHRM/AAC "Job Description Scavenger Hunt"
- SHRM/AAC "Example Job Description"
- Writing utensil

TIPS

- If time allows, have students visit The Voice of Black Cincinnati site.
- Note that required items may differ by state (i.e. State of Ohio requires a Minors Work Permit while Kentucky does not).

EXAMPLE JOB DESCRIPTION FOR SCAVENGER HUNT



City of Cincinnati

FIRE CADET (CIVILIAN) YOUTH SERVICES UNIT

SALARY	\$12.45 Hourly	LOCATION	Ohio 45202, OH
JOB TYPE	Temporary or Seasonal Worker Unclassified	JOB NUMBER	24-99305
DEPARTMENT	Fire	OPENING DATE	01/01/2024
CLOSING DATE	3/15/2024 11:59 PM Eastern		

General Statement of Duties

The goal of the Summer Cadet Program is to provide support for students interested in Fire Fighter work who are not old enough to become Fire Recruits, enabling them to continue their education and encouraging them to participate in the Fire Recruit examination. The future of our organization is dependent upon our ability to recruit and retain quality employees.

Cadets shall assist the Fire Department in a variety of duties. Under direct supervision, a cadet will interact with the public and perform other duties as assigned.

The Cadets will partake in keeping the City safe, instilling a sense of pride in their community. Cadets will spend time assigned to a Fire Fighter conducting a variety of duties:

- Patrol of City neighborhoods and attending community events within the City.
- Introduction to several Fire Techniques.

Cadets will wear provided uniforms and shall participate in classes and other Department sponsored training.

Cadets shall be evaluated at the beginning and conclusion of the program, using a written evaluation form and shall work 24 - 30 hours per week.

Required Education and Experience

Applicants are required to have two (2) recommendation forms completed by family members, teachers, mentors, or friends. Applicants must share the link below to those completing the recommendation forms. Applicants will not be considered until the forms are completed.

Recommendation forms may be submitted by clicking the following link:

[Letters of Recommendation Link](#)

Other Requirements:

Must be currently enrolled in an Ohio high school or have graduated from an Ohio high school less than six months ago.

Minimum age by the start date is 14 years old and maximum age is 18 years old.

Working and Physical Conditions

1. Cadets will be required to stand and walk during a shift up to 8 hours with maximum 30 hours per week.
2. Cadets will be required to participate in physical fitness training less than one hour per day.
3. Cadets will be required to participate in CPR classes.
4. Cadets will be required to perform duties in adverse weather conditions.
5. Cadets must be able to observe and report unsafe conditions.
6. Cadets must be able to carry tools and fire equipment that may weigh more than 25 pounds.

JOB DESCRIPTION SCAVENGER HUNT GROUP ACTIVITY

- Company Name: _____ Job Title: _____
- Where is this job located? _____
- Is this position part-time, full-time, or seasonal? _____
- Is there a job application window? Y or N (circle one)
 - If "Yes", what is the window? _____
- What is the pay for the position? This can be listed as a "salary" or "hourly wage": _____
- If the position has minimum qualifications (skills, knowledge, or physical requirements) list up to 3 of those here:
 - _____
 - _____
 - _____
- List at least up to 3 job duties/responsibilities from the job description:
 - _____
 - _____
 - _____
- What is the age requirement for the position? (If listed) _____
- Do you need to upload your resume? Y or N (circle one)
- Do you need references? Y or N (circle one)

JOB DESCRIPTION SCAVENGER HUNT: TAKE HOME CHALLENGE 2

- Company Name: _____ Job Title: _____
- Where is this job located? _____
- Is this position part-time, full-time, or seasonal? _____
- Is there a job application window? Y or N (circle one)
 - If "Yes", what is the window? _____
- What is the pay for the position? This can be listed as a "salary" or "hourly wage": _____
- If the position has minimum qualifications (skills, knowledge, or physical requirements) list up to 3 of those here:
 - _____
 - _____
 - _____
- List at least up to 3 job duties/responsibilities from the job description:
 - _____
 - _____
 - _____
- What is the age requirement for the position? (If listed) _____
- Do you need to upload your resume? Y or N (circle one)
- Do you need references? Y or N (circle one)