

Job Sample Cards

Unskilled Positions

Groundskeeper:

- Diploma, no experience
- Salary - Low
- Keeps park grounds clean
- Mows lawns & weeds
- Repairs and paints

Lawn-Service Worker:

- Diploma, no experience
- Salary - Low
- Cultivates lawns with aerator
- Uses fertilizer & pesticides
- Keeps records of services

Cook:

- Diploma, 1 yr. experience
- Salary - Medium
- Cooks soup, main dish, desserts
- Orders food & supplies
- Reads & follows recipes

Truck Driver:

- Diploma, 30 days experience
- Salary - Medium
- Drives trucks
- Loads & unloads materials
- Maintains truck log

Teacher Aide:

- Diploma, 3 mo. experience
- Salary - Low
- Assist in classroom
- Records attendance
- Passes out materials

Clerk/Typist:

- Diploma, 6 mo. experience
- Salary - Low
- Answers phones
- Takes messages
- Files & types forms & letters

Retail Salesperson:

- Diploma, 3 mo. experience
- Salary - Low
- Assists customers & Stocks
- Runs the cash register
- Takes inventory

Waiter/Waitress:

- Diploma, 30 days experience
- Salary - Low
- Takes orders from customers
- Serves drinks and food
- Takes payment for bills

Skilled Positions

Medical Assistant:

- Vocational Training
- Salary - Low
- Prepares treatment rooms
- Sterilizes & cleans instruments
- Checks patients height, weight

Dental Assistant:

- Training & apprenticeship
- Salary - Low
- Prepares & dismisses patients
- Records vital signs
- Performs lab procedures

Legal Secretary

- Vocational Training
- Salary - Medium
- Prepares legal papers
- Prepares subpoenas
- May read law journals

Chef:

- Vocational Training
- Salary - High
- Supervises all kitchen activities
- Purchases food & supplies
- Employs/trains kitchen workers

Optician:

- Associate Degree
- Salary - Medium
- Reads prescriptions for glasses
- Assembles lenses in frames
- Sets up and operates machines

Tune-Up Mechanic:

- Vocational Training
- Salary - Medium
- Tunes automotive engines
- Removes & tests spark plugs
- Adjusts timing & carburetor

Cabinetmaker:

- Training & Apprenticeship
- Salary - Medium
- Uses wood working machines
- Studies blue prints of cabinets
- Sands & paints surfaces

Welder:

- Vocational Training
- Salary - Medium
- Welds metal parts
- Positions parts in fixtures
- Positions & clamps parts

Professional Positions

Accountant:

- Bachelor Degree
- Salary - High
- Keeps records of accounts
- Prepares account reports
- Audits contracts

Teacher:

- Bachelor Degree
- Salary - High
- Plans lessons for classroom
- Prepares teaching materials
- Records attendance & grades

Computer Programmer :

- Bachelor Degree
- Salary - Medium
- Writes computer programs
- Trains others to use programs
- Prepares charts & documents

Probation Officer:

- Bachelor Degree
- Salary - Medium
- Oversees probation
- Conducts investigations
- Plans treatment of offenders

Airplane Pilot:

- Bachelor Degree
- Salary - High
- Pilots airplanes
- Reads papers for weight & fuel
- Reads fuel & pressure gages

Engineer:

- Bachelor Degree
- Salary - High
- Directs engineering projects
- Organizes staff for projects
- Leads technical & design activity

Park Ranger:

- Bachelor Degree
- Salary - Medium
- Enforces laws & regulations
- Registers visitors, issues permits
- Keeps statistics and records

Social Worker:

- Bachelor Degree
- Salary - Medium
- Gives help & advice to parents
- Works with foster care
- Helps families in crisis

RELAXATION EXERCISE

Play classical music very low in the background. Tell students to close their eyes and find a comfortable position. In a soothing voice, slowly give the following directions, remembering to pause for 3-5 seconds where you see a series of dots (...)

"Breathe deeply and slowly, inhale and exhale very slowly. Listen to your breathing as you inhale and exhale. Start with your feet, relax your body. Feel your feet and legs relaxing and getting heavy. Breathe very deeply as your legs relax...

Now feel your back and abdomen relax as you breathe in and out. Your shoulders are now relaxed and heavy... Your arms and hands are very limp and relaxed. Breathe slowly and deeply as you relax your neck and face.

Continue to relax and breathe deeply as you think about your future. See yourself in one year, finishing your training program or your first year of college... How do you feel? See yourself getting excellent grades or receiving your certificate... Feel how happy and satisfied you are with your hard work...

Now see yourself going to work, in the job you want. You are driving up to the door of the place where you work... You walk in and feel great because you have this job... See yourself doing the work and thinking about how much you love this job...

Now see yourself at home. Where do you live now? See yourself relaxing and feeling wonderful about everything you have done in your career and your life... Picture yourself happy and looking forward to the next day.

Now relax and continue to breathe deeply as you see yourself where you want to be because you have followed through on your goals... breathe deeply and begin to come back to the room... When you are ready, slowly open your eyes...

Now do a quick write for three minutes about what you saw and felt as you relaxed and thought about your future."