



WorkBook 1

Open your eyes to the world of work!

Are You "Career Aware"?

Mr. Smith delivers the mail. Ms. Brent teaches 5th grade students at school. Mr. Jones raises corn and cattle. Ms. Brown designs electrical systems for trucks. What do these people have in common? They work. Most communities have a mail carrier, a teacher, and a farmer. You might even know these people personally. Automotive engineers like Ms. Brown, however, may be more unusual. You might not have a single automotive engineer working in your community.

At some time in their lives, Mr. Smith, Ms. Brent, Mr. Jones, and Ms. Brown decided what type of work they wanted to do as adults. They learned about a variety of careers and set their own goals. They completed school requirements for the careers they wanted and found the right jobs. More than likely, each started with one job but over time learned skills that prepared him or her to do new jobs.

What type of work do you want to do when you grow up? That's a big decision that takes a lot of thought and exploration. You might be a long way from beginning a career, but now is the time to start thinking. What do you like to do? Learn about lots of careers. Find out what skills are needed for those careers. People who know what jobs they want and work toward gaining the education and skills to do their jobs well usually enjoy working.



NAME	TELEPHONE	DATE OF BIRTH
ADDRESS		
SCHOOL	CLASSROOM/CLUB	GRADE

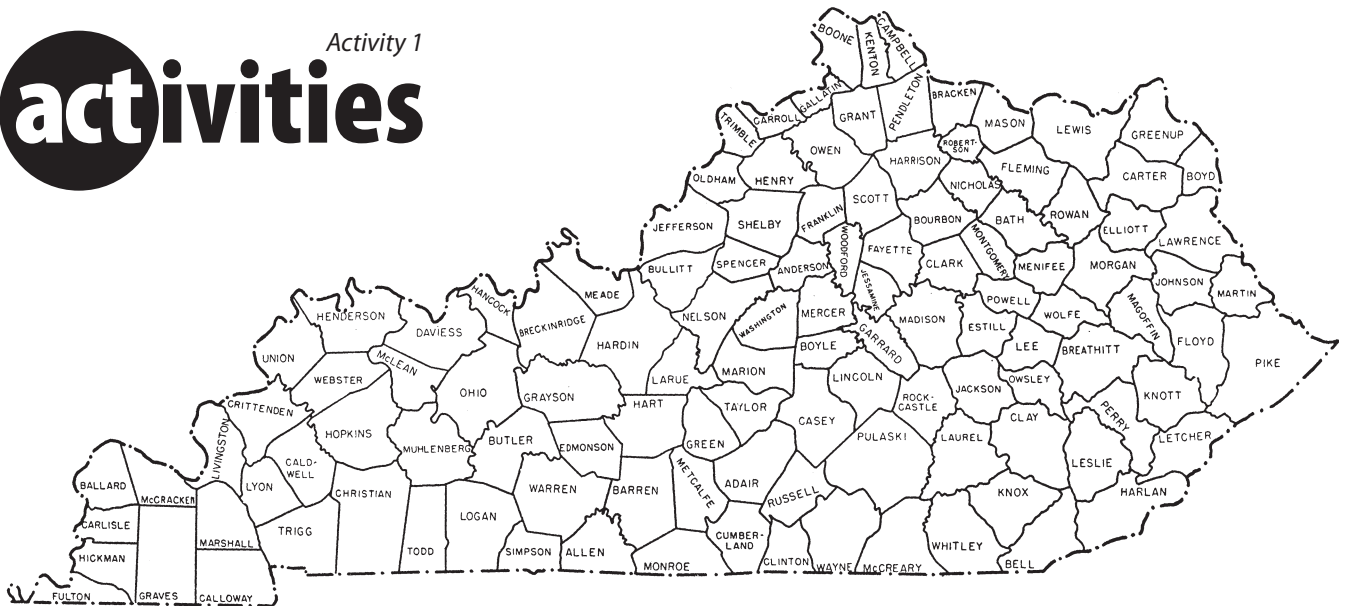


This WorkBook will help you explore lots of careers to help you find the one right for you. Start by looking at jobs held by people in your county. Once you “open your eyes” to the careers in your own county, you can look beyond those borders to see other possibilities.

No matter how small your community is, people are working. Take a close look. Some of the people have become so familiar to you that you don’t even notice that they are working. The clerk at the grocery store, the ticket taker at the movie, the engineer who designed your car, the architect who designed your bank, the person who paints stripes on the road, your principal, the person who cooks hamburgers at your favorite fast food restaurant...these are just a few of the people working in your community.

activities

Activity 1



Identify Your County

Look at a map of your state. Your state is divided into small units called “counties.” Locate the community where you live. Find the name of your county.

What is the name of the county where you live?

Color your county on the map.

Which counties border your county?

Look at a road map. The roads do not stop at the county boundaries. While some people work close to home, others drive to other places to work. Some people even move away to find the job they want.

activities

Activity 2

Behind the Scenes of a Candy Bar

Imagine you are eating a candy bar. It took lots of people doing lots of jobs to bring you that candy bar. In one minute (ask someone to time you), write as many jobs as you can think of that were required to get that candy bar to you. What jobs can you think of?

Look at the packaging...

Example:

Someone created the pictures.

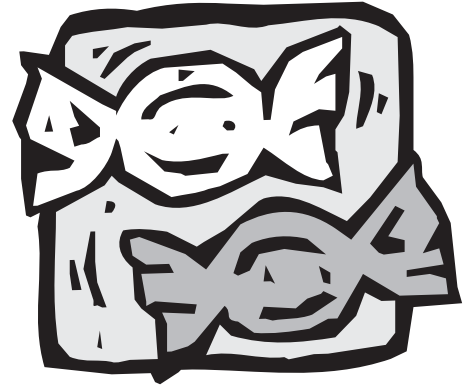
Someone figured out the nutritional content.

Someone produced the paper or plastic wrapper.

Someone operated the printing machine.

Look at the list of ingredients...

Someone grew...



What workers were involved in advertising the candy bar?

...selling the candy bar?

...shipping the candy bar?

What workers are involved if people eat too many candy bars? (Only kidding!)

How many jobs did you think of? _____

Exploring Careers

In Activity 2, did you think of 25 jobs? 60? 105? Many people worked to get that little candy bar to you. Probably a lot more than you first imagined. As you do the activities in this Workbook, look closely...very closely...very, very closely...to see all of the possible jobs and careers you might choose.

The best way to explore careers is through research. Research is like solving a mystery. You find a clue here and another there. Pretty soon you see relationships between the clues. Things begin to make sense, and you are able to solve the mystery.

Fun Fact:

Did you know that government, education, and health care employ the most workers in Kentucky?



"Research" Means to Search...

- **Look** in books—reference books, like a dictionary or encyclopedia; books about careers; the *Occupational Outlook Handbook*; newspapers.
 - **Use** computers. Look in computer databases at your school or the library.
 - **Ask** people. Sometimes people your age can answer your questions. Other times, you'll need to talk to an adult—a parent, neighbor, teacher, or club leader. You can talk to them in person, over the telephone, through a letter, or over the computer. This type of research might be called an "interview" or a "survey."
 - **Look** at video tapes and television shows on educational channels.
 - **Learn** from the things you see. Notice the people and surroundings wherever you go.
 - **Organize** what you find. Write it down.
 - **Analyze** the information. Look for patterns—ways things go together or move apart, ways they are alike or different.
 - **Draw** conclusions. Come to an answer.
- Now, get ready for a trip around your county.

Careers in Government

Each county (and many times, each city) has a system of government. This is called "local" government. Generally people who work in government are elected or appointed. Citizens vote to "elect" officials. Officials "appoint" or decide that a specific person will work in an appointed position.

Some jobs are created by government to provide services to its citizens—the police department, court system, health department, and lots more. In addition to local government, the state and federal governments may also have branch offices located in your county.

activities

Activity 3 Government Work

One town or city within your county is called the "county seat." It's often the largest city and is where most government offices are located.

What is the name of your county seat? _____

Explore your local government to learn about elected and appointed positions. Use different kinds of research skills: read newspapers, books, and documents and conduct interviews.

Position	Name of current official	Location of office
county judge	_____	_____
county clerk	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explore your county to learn about careers in "public service." Someone who works in public service provides a service to everyone who lives in the community. Be sure to check the telephone book yellow pages under "government" and the white pages under the names of your city and county, "Kentucky, Commonwealth of," and "United States Government." Talk to someone who works in each agency to find out what jobs are done by the people who work there. (A few examples are given to begin your list.)

Agency	Location of office	Jobs held by employees
1. Cooperative Extension Service	_____	county Extension agent, program assistant, secretary, specialist
2. Parks and Recreation	_____	_____
3. _____	_____	_____
4. _____	_____	_____





Careers in Education

Kindergarten, elementary school, middle school, high school... every county has these schools. You may have to go outside your county to attend a community college, university, or technical school. Each school is a small community within itself. Besides teachers, schools also need people who repair broken windows, drive buses, and cook lunches. People who make sure everything and everybody works together are called "administrators." Administrators in a school include the principal, superintendent, and school board members.



activities

Activity 4

In School for Life

List the schools in your county—pre-school through high school. You may list these below or label each on a map. Use a printed map or one you create.

Schools

_____	_____	_____
_____	_____	_____
_____	_____	_____

List five people who work at your school and write about what kind of work they do. (Don't forget the people who drive buses and cook lunch.)

How many people are employed at your school? _____ (Ask your principal.)

What schools do students attend after they finish high school? Name at least five. These may be located outside your county.

Institutions	Location	How many miles is it from your home?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Careers Related to Natural Resources

Some jobs exist because of the natural resources found in the county. These are resources nature provided—nobody put them where they are. Think about what was here when early settlers first came to America. People use natural resources to make other things. For example: soil is a natural resource. Farmers plant seeds in the soil to grow food for people to eat.



activities

Activity 5

Kentucky has many natural resources. Can you name these?

F _ _ _ _ (a large group of trees)

_ _ K _ S and S T _ _ _ _ (bodies of water)

R _ _ K (hard mass of minerals)

Jobs Provided by Mother Nature

List nine natural resources found in your county.

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

Select one natural resource. Tell what products are made from that natural resource. What jobs do people have who produce the products? Write a summary of your findings.

Careers Related to Your County's Infrastructure


Think back to stories you have heard of the early settlers coming to America. One of the first things they did was make trails through the forests. As more people began using them, the trails were widened so that wagons could go through. Years passed and cars were invented. Cars led to paved roads. Paved roads led to interstate highways.

Activity 6

activities

Plot Infrastructure on a Map

On a map, mark the infrastructure (schools, power plants, highways, and others you think of) for your county. Make a list of the jobs available as a result of infrastructure.



- Highway**—Jobs: paver operator, civil engineer, truck driver, travel agent, tour guide, auto mechanic, police officer, roadside mower operator, auto salesperson, toll booth collector, sign painter
- Airport**—Jobs: pilot, air traffic controller, mechanic, aero engineer, flight attendant, baggage clerk
- Park**—Jobs: coach, umpire, forester, city planner, builder, aquaculturist, recreation specialist, game warden, park superintendent, maintenance

In-fra-struc-ture is a funny sounding word which may be new to you. Infrastructure refers to facilities, equipment, and services that help a community exist and grow. Generally, infrastructure makes life and work easier.

A highway is one example of infrastructure. Roads allow people to go from place to place. Factories can ship products by truck to other parts of the country. Smooth paved roads are easier to travel than gravel roads.

Roads...gas lines...electric power plant...schools...water treatment plant... water and sewer lines...underground cables...telephone system...buildings... bus terminal...hospital...rivers...parks...theater... These “structures” make living and working in a community easier. The types of infrastructure (facilities, equipment, and services) will be different from county to county. You may live in a county which has a train station, but not an airport.

When company officials decide to build a plant in Kentucky, they ask many questions. Do the people who live nearby have the education and skills needed to work at our plant? Does the community have the type of schools that our employees want their children to attend? Does the community have parks, theaters, and other things which the families of our employees will enjoy? How can we get the products we make to places where people can buy them—by truck, by rail, or by air?

While the types of infrastructure vary from place to place, so will the types of jobs created because of the infrastructure. People who study and plan the overall infrastructure of a community are called “planners” or “community development specialists.”

Careers in Business and Industry

Many careers are available in business and industry. Businesses and industries provide products and services people need and want for everyday life.



Activity 7

Made in Your County

At manufacturing plants and factories, products are made and then shipped out to other types of businesses. List plants/factories located in your county. Tell what products are made. List the jobs held by people who work at the plant or factory.

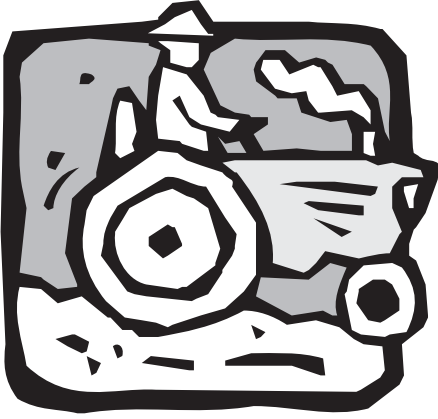
Plants/factories	
1. _____	Products _____ Jobs _____
2. _____	Products _____ Jobs _____
3. _____	Products _____ Jobs _____
4. _____	Products _____ Jobs _____
5. _____	Products _____ Jobs _____
6. _____	Products _____ Jobs _____

activities

Activity 8

Which Workers Do You Depend On?

Where does your family shop, get services, and go during your time away from work and school? For four days, keep a log or diary of the places your family goes or shops. Ask your parent or guardian for help since you might not be with him or her when all purchases are made. (Examples: grocery store, feed store, insurance agency, doctor, dentist, pharmacy, movie theater, restaurant, real estate firm, accountant, clothing store.) List jobs held by people who work at these locations. Think of a creative way to organize the information in this box or on a computer. Ideas might include making a table, diagram, drawing, poem, or story.




Career Clusters



After doing Activities 1 through 8, you probably realize that people work in many types of careers. To make it easy to see the variety, careers are often organized into the following groups, called career clusters:

- **Agriculture**—careers related to the production, processing, and distribution of food, fiber, and natural resources.
- **Arts and humanities**—careers related to creating, performing, and conducting literary, artistic, entertaining, and sporting activities; study of philosophy, religion, literature, and language.
- **Business and marketing**—careers related to the buying, selling, promotion, and distribution of ideas, goods, and services; the management, research, and technical support related to these activities.
- **Communications**—careers related to the communication of ideas and information.
- **Construction**—careers related to construction, inspection, and maintenance of structures.

More clusters on the next page.



Activity 9

Careers

Government

1. Example: County Extension agent

2. _____

3. _____

Education

1. _____

2. _____

3. _____

Natural resources

1. _____

2. _____

3. _____

Infrastructure

1. _____

2. _____

3. _____

Business/industry

1. _____

2. _____

3. _____

Cluster

Agriculture

Arts and humanities

Business and marketing

Communications

Construction

Education

Health

Human services

Manufacturing

Mining

Public services

Science and mathematics

Social sciences

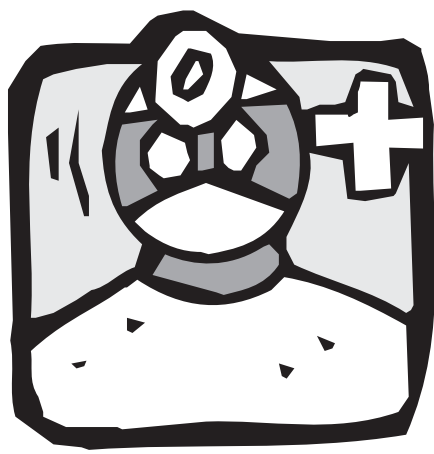
Transportation

Matching

In Activities 3 through 8, you discovered a variety of jobs in your county. You also learned that jobs can be separated into career clusters. Look back in Activities 3 - 8. On the left, list 3 of the jobs you discovered in each activity.

Draw a line from the job to one or more of the career clusters related to that job.

Example: In Activity 3 you learned that a County Extension Agent is a government employee who is a teacher. He/she teaches people how to farm (Education and Agriculture), writes news articles and speaks to groups (Communications), and works with kids in 4-H clubs (Social Sciences).



- **Education**—careers related to the theory and practice of learning and teaching; related research, administration, and support services.
- **Health**—careers related to health, prevention of illness, and care of people who are ill.
- **Human services**—careers in which workers meet human needs.
- **Manufacturing**—careers related to the production, maintenance, assembly, and repair of products.
- **Mining**—careers related to locating and extracting mineral and petroleum resources.
- **Public services**—careers related to analyzing, managing, and delivering services such as police, fire and safety, postal services, and public utilities.
- **Science and mathematics**—careers in which science and math are applied.
- **Social sciences**—careers related to the study of people, culture, and human behavior.
- **Transportation**—careers related to transportation equipment and services.

Defining Your Choices

By the time you reach high school, you will be more interested in some career clusters than others. You will decide on one cluster in which to “major.” That means you will choose subjects at school that relate to the cluster in which you eventually want to work.

activities

Activity 10

Narrowing Your Choices

Now you are aware of lots of careers in your county. Name four careers which you would like to learn more about. Name the career cluster each is in.

Career	Cluster

Just Ask!

One way to find out what a career is really like is to talk to an adult who works in the field. Give the person a call. Ask questions about the job. If that sounds scary, the following telephone tips might make it a little easier.

- Introduce yourself.
- Explain that you are working on a 4-H project about careers.
- Ask whether this is a good time to talk or if you should call back. If you need to call back, ask what time would be best.
- Explain what you would like to do.
- Be courteous.
- Say “thank you.”

What Questions Do I Ask?

Well, what would you like to learn about his or her job? Review these questions; then add others.

- “What is your job title?”
- “What are your main job responsibilities?”
- “What type of education or training did you need for your job?”
- “What are the requirements for a job like yours?”
- “What skills did you learn in school, club activities, or your spiritual institution when you were younger that help you in your work now?”
- “What personal qualities should a person have for a job like yours?”
- “What is your favorite part of your work and why?”
- “Are there other important parts of your job that we haven’t talked about?”
- “Describe your work hours.”
- “Do you travel very much with your job?” If yes, “Where do you travel?”
- “How does your job affect people and serve our community?”



activities

Activity 11

Digging Deeper



Choose one of the four careers you selected in Activity 10. Research the career. Interview, over the phone or in person, someone working in that career.

Interview Plan

Plan the interview before you call or go for the interview by filling in this interview plan:

Name of the person being interviewed: _____

Name or type of business: _____

Business address: _____

List 6 questions you would like to ask the person you call.

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Question 5: _____

Question 6: _____

After the Interview

What did you learn from the worker you interviewed?

Compare your interests to the career choice of the person you interviewed.

Reflect on your use of communication skills for this interview.



Source:

Department of Education, Frankfort, Ky. "Guide to Selecting Career Clusters and Career Majors in Kentucky."

Acknowledgments

This WorkBook updates earlier 4-H materials on the World of Work, thanks to a grant from Cargill. This publication was revised by Martha J. Welch, Extension Associate for 4-H/Youth Development and tested by fifth graders in Mason and Marshall counties. Students used workforce skills to design an evaluation and report their conclusions. Their suggestions are reflected in the final publication. Special thanks to their leaders Kelly Mills, Suzanne Matheny, and Sharon Phillips and Extension agents Karen Douglas and Andy Mills.

This publication was also reviewed by people in the workforce: Don Denton, veterinarian; Susan Henson, curriculum supervisor; Mark Douglas, Cargill representative; Ethel Jones, fourth grade teacher; Rebecca Painter, fifth grade teacher; Ron Hickey, school superintendent; Beverly Denton, elementary counselor; Dot Darby, corporate attorney; Sally Chessar, career counselor; Anna Lucas, Extension specialist; Beth Wade, pediatrician; and John Swack, county Extension agent.

4-H is the youth development phase of the Kentucky Cooperative Extension Service. The Extension service *extends* the University of Kentucky and Kentucky State University to citizens throughout the Commonwealth. 4-H involves youth through individual self-study at home, organized clubs in communities and schools, special interest groups, camp, television, after-school child care programs, or as part of the school curriculum. Contact your county Extension office for more information.