

Government Careers

Career Opportunities Worksheet

Please include any additional career topics unique to your participating organization or other available community-based organization.

Career Opportunities Activity Topics	Organization Has Resources	Organization Consultant
	Yes/No	Who can teach this skill?
1. Management—General and operations managers		
2. Management—City councilors		
3. Management—Accountants and auditors		
4. Management—Tax examiners		
5. Professional—Computer specialists		
6. Professional—Drafting, engineering, and mapping		
7. Professional—Probation officers and correctional specialists		
8. Professional—Social and human service assistants		
9. Professional—Child, family, and school social workers		
10. Professional—Judges and judicial workers		
11. Professional—Lawyers		
12. Professional—Library, museum, and education occupations		
13. Professional—Registered nurses		
14. Service industry—Nursing aides and attendants		
15. Service industry—Recreation workers		
16. Service industry—Detectives and criminal investigators		
17. Office and administrative—First-line supervisors of administrative workers		
18. Office and administrative—Bookkeepers, accountants, and auditing clerks		
19. Office and administrative—Court, municipal, and licensing clerks		
20. Office and administrative—Eligibility interviewers		
21. Office and administrative—Word processors and typists		

Career Opportunities Activity Topics	Organization Has Resources	Organization Consultant
	Yes/No	Who can teach this skill?
22. Office and administrative—Office clerks		
23. Office and administrative—Secretaries, except legal and executive		
24. Construction and extraction—Highway maintenance workers		
25. Installation, maintenance, and repair—Maintenance and repair workers		
26. Production occupations—Water system and waste treatment plant operators		
27. Transportation—Transit and intercity bus drivers		

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Sample Program Calendar**

	First Meeting Date	First Meeting Career Opportunities Topic	First Meeting Adult Consultant/ Youth Chair	Second Meeting Date	Second Meeting Career Opportunities Topic	Second Meeting Adult Consultant/ Youth Chair	Monthly Post Planning Meeting Date	Monthly Post Activity	Monthly Post Activity Consultant/ Youth Chair	Council Activity Programs
September	First Wednesday	Fall frisightner	Hal, Mark	Second Wednesday	Elect officers	Bill, Martha	Third Wednesday	Visit chief elected officials.	Mike, Mary	
October	First Wednesday	Management—City manager	James, Sean	Second Wednesday	Management—Mayor	Cliff, Cheryl	Third Wednesday	Visit the parks and recreation director.	Kim, Jim	
November	First Wednesday	Management—Elected city officials	Frank, Tom	Second Wednesday	Management—County commissioners	Peggy, Jimmy	Third Wednesday	Conduct a reading class for elementary students.	Keith, Amy	Learning for Life program conference
December	First Wednesday	Management—Individual tax liability	Cosby, Judy	Second Wednesday	Professional—Computer specialists	Marty, Mariann	Third Wednesday	Assist special-needs students.	Karen, Stephen	
January	First Wednesday	Professional—Urban planners	Lauri, Mike	Second Wednesday	Professional—Magistrates	Jim, Natalie	Third Wednesday	Tour a municipal water facility.	Adam, Becky	Learning for Life leadership workshop series — 16 components
February	First Wednesday	Professional—Social workers	Mathew, Danny	Second Wednesday	Office—Eligibility interviewers	John, Cindy	Third Wednesday	Conduct a drug abuse prevention and awareness program.	Michael, Debbie	
March	First Wednesday	Office—Accounting clerks	Tom, Katy	Second Wednesday	Office—Municipal and license clerks	Carey, Ann	Third Wednesday	Conduct a community hazardous waste disposal project.	Roger, Sherri	Learning for Life community service project
April	First Wednesday	Service industry—Recreation workers	Cliff, Maya	Second Wednesday	Service industry—Detectives and investigators	Debbie, Murray	Third Wednesday	Host a spring-cleaning event. Work with the parks and recreation department.	Alex, Gretchen	
May	First Wednesday	Office—Secretaries	Ashley, Amy	Second Wednesday	Construction—Heavy construction	Rayna, David	Third Wednesday	Conduct a car wash for municipal employees; Visit the state capital.	Jeff, Joanne	Learning for Life character education in Exploring — Four components
June/July	First Wednesday	Production—Water system workers	Mathew, Monica	Second Wednesday	Production—Waste treatment workers	Faye, Hazel	Third Wednesday	Visit a fire department; Conduct an opinion poll for the city.	Brenda, Joe	
August	First Wednesday	Transportation—Intercity bus drivers	Paul, Denise	Second Wednesday	Transportation—Police and fire officers	David, Stephanie	Third Wednesday	Visit a state correctional facility.	Ken, Imelda	