



## **Work Force Development Volunteer**

**Job Title:** Work Force Development Volunteer

**Department:** Family Support Center- Workforce Development

**Reports to:** Chief Programs Officer

**Schedule:** M-F 9:00-4:00, some weekends and evenings

**Summary:** Work Force Development Volunteer will conduct individual and group counseling sessions to help clients make an informed career decision.

### **Responsibilities:**

- Assist and guide clients through occupational exploration and the career decision-making process.
- Determine appropriate assessments and interventions required to assist clients.
- Analyze and interpret career assessment results and incorporate in career counseling/job search coaching sessions.
- Teach and coach clients in self-directed job search strategies.
- Provide resume/cover letter critiques and interview skills training.
- Engage clients in use of library and on-line resources for researching employers and current employment opportunities.
- Promote recruitment services and engage clients in participating in the on-line job listing service, resume referral, on-site interviews, career fairs and other career events.

### **Qualifications/Skills:**

- Previous career counseling, career education, human resources, or related field experience.
- A Master's degree in Career Counseling, Career Education, College Student Affairs, MBA or related field is preferred, but not required.

### **Position Status and Benefits:**

- Volunteer Appreciation Celebration
- Professional development



## **Work Force Development Volunteer**

- Community outreach

To apply, provide:

- SVdP's official volunteer leadership application
- Resume with three references
- Must pass background check