

# FIND HOPE FIND WORK



## Volunteer Job Description

**Major Objectives:** Assist Workforce Connection Center staff in guiding job seeker with a self directed job search and employment related activities.

### **Responsibilities:**

- Assist staff with clerical projects
- Assist job seeker in developing basic computer skills
- Assist job seeker with an online job search
- Assist job seeker in preparing a resume
- Create center awareness through flyer distribution and phone calls

### **Qualifications**

- Ability to work with people from diverse backgrounds, ages and educational levels
- Strong customer service skills, should be patient, non-judgmental and be able to give guidance and support in a firm caring manner
- Reliable, trustworthy and willing to have fun with new experiences
- Good basic computer skills, Microsoft Word proficient
- Familiar with the internet and job searching sites
- Strong verbal and written communication skills
- Able to take directions, work independently, and within teams

### **Workforce Connection Center Locations**

6055 North 91 Street Milwaukee, WI 53225	3903 North Richards Street Milwaukee, WI 53212	153 West Oklahoma Avenue Bay View, WI 53207	1400 Nike Drive Waukesha, WI 53186
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### **Time**

Depending on Center needs. Center hours are generally Monday through Friday, between 9:00 AM and 5:00 PM

### **Commitment**

Minimum of one session per week

**Training and/or Preparation:** Orientation to Goodwill's WCC will include: Mission Statement, Policies and Procedures, and Facility tour. Specific instructions and training is provided for assigned tasks.

### **Volunteer Information**

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