

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/application process
- Assist job seeker in preparing a resume
- Assist staff publish and post relevant job leads
- Create center awareness through phone calls
- Follow up with job seekers to capture self reports

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

351 East Roosevelt Road (IL Route 38)
Lombard, IL 60148

6054 S. Western Avenue
Chicago, IL 60636

1900 S. Harlem Avenue
North Riverside, IL 60546

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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