

Application Lab Volunteer

Background: Center for Changing Lives (CCL)'s vision is a community where everyone thrives. Too often, resource and economic opportunity limit participants' choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resource and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential in the form of partnership through coaching, training and educating, coalition building, advocacy and organizing. CCL's core services of financial, employment, and resource development coaching are supported by the time, skills, and dedication volunteers.

One challenge for clients seeking employment is access to computers and application assistance. CCL has created an Application Lab, designed to support clients in job searches, cover letters, and application submittals. This provides clients a space to have free computer access and the extra support they may need as they search for and apply to jobs.

Position Overview:

This volunteer will facilitate up to 5 clients in an open-lab setting. Clients will be pre-scheduled for application lab and set up on laptops. The volunteer is responsible for answering questions, as best they can, seeking further assistance as necessary, supporting clients in their online job search, assisting with cover letters, and assisting with the completion of job applications. CCL's employment coach and business solutions coach will coordinate with the Application Lab volunteer directly to ensure that the volunteer knows what clients are working on and that coaches know where client applied to. Clients who have proven to be most successful in their employment goals are those that are granted access and ability to completing applications.

The Application Lab volunteer will communicate most closely with the Resource & Connection Coordinator, the Employment Coach, the Business Solutions Coach, and the Digital Literacy Coach. They will work with CCL laptops. Volunteers will be trained by the Resource & Connection Coordinator and Employment Coaching staff, as well as be shadowing other volunteers.

CCL is seeking a volunteer who can commit to at least one 2 hour application lab per week. Days and times are flexible.

To be most successful in this position, volunteers should have the following qualifications:

- Adaptability
- Able to work with clients 1-1 or in a group
- Attention to detail
- Self-awareness
- Organization
- Good communication
- Make others feel comfortable and confident talking about their experiences and competencies
- Bilingual preferred, but not necessary!

Benefits:

- Provide support for those facing lack of resource, support, and economic opportunity
- Build your network of professionals and community members working for structural policy change surrounding low-income housing, employment, and resource allocation
- Opportunity to develop professional and nonprofit skills and relationships that can be used on a resume
- Opportunity to build strong employment references
- Opportunity to lead on an advocacy project or create a group within CCL