

Employment Support 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.

Clients in the Employment Coaching Program specifically, are working on career exploration, skill-building, resumes, cover letters, interviewing, job search and job development, and conflict resolution. As coaches, CCL works with clients on individual career plans to celebrate strengths and competencies, strategize around and overcome challenges to achieving their goals through the employment process. As such, this volunteer position has been created to provide necessary and valuable support in this process.

Position Overview:

The Employment Support Volunteer is responsible for partnering with clients in the Employment Coaching program to create resumes and apply for income supports and benefits. This position is highly interactive and supports clients in two ways. First, while creating a resume, volunteers support clients in learning valuable skills and building self-confidence through discussion about strengths and past experiences. Additionally, in supporting clients with applications for public benefits for which they qualify, volunteers help client's overall goals by addressing immediate needs during their employment search. Clients and volunteers in this position develop a relationship that provides added support to the client as he/she/they continue their career exploration and employment search!

The Employment Support Volunteer will communicate with all staff, but most specifically the Resource & Connection Coordinator and the Employment Team. Volunteers will use Google Drive or Microsoft Word to create resumes and the Application for Benefits Eligibility website to complete Supplemental Nutrition Assistance Program and Medicaid applications. Volunteers will be trained by the Resource & Connection Coordinator as well as by current volunteers and will receive a resume template and a training guide on the most current benefit information.

CCL is seeking a volunteer who can commit to at least one 1.5 hour slot each week. The times and days are flexible.

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

- Good communication skills are imperative
- Self-awareness. Clients are coming from all different experiences and their understanding of the work they do with volunteers can be different from yours!
- Time management
- Feel comfortable using a resume template to support the creation of client resumes
- Ask relevant and thoughtful questions to clients
- Creative thinking and problem solving
- Make others feel comfortable and confident talking about their experiences and skills
- Positivity
- Attention to detail
- 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
- Opportunity to attend trainings