

## VOLUNTEER JOB DESCRIPTION

### Employment Assistant



**Position Title:** Employment Assistant

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**Department:** Education and Employment Department

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**Supervisor:** Catherine Hoopes, Employment Specialist

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**Purpose:** The Education and Employment Department provides comprehensive services designed to build critical thinking skills necessary to increase literacy, enhance employability, and gain and retain employment for adults and youth ages 16 and older. Our students are Delawareans who face barriers to education and employment.

Employment Assistants volunteer in the employment training classroom, providing adult customers with individualized support during the job search process.

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**Benefits:** Employment Assistants work directly with West End customers and help them to enhance their employability and employment prospects.

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**Responsibilities:**

- Assist customers as they fill out applications for employment online.
  - Assist customers to use the computers including web searches, saving and transferring documents as needed.
  - Review customers' resumes and coach customers to update and improve their resumes according to the standards of today's job market.
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**Commitment:** Assistants are needed Monday through Thursday from 9:30am – 11:30am or 12:30pm – 2:30pm. Prefer shifts to last at least one hour.

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**Qualifications:**

- Must be at least 21 years of age.
  - Must have achieved an Associate Degree or higher.
  - Must demonstrate competence in one or more aspects of job preparedness such as resume review or interview techniques.
  - Must be comfortable using computers and computer accessories.
  - Must be compassionate and willing to work humbly with people who come from diverse backgrounds and experiences.
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**Training:** Training and materials for this position will be provided during the orientation session.

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**If Interested:** Please contact Catherine Hoopes for more information.

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