



## Volunteer Position Description

### Job Shop Coach

#### **Position Overview and Impact:**

The volunteer Job Shop Coach helps individuals looking for jobs to use technology and resources available through the library in order to develop the tools and information needed for the job search.

#### **Key Responsibilities:**

1. Help job seekers with accessing and navigating online job hunting resources and online job applications.
2. Help job seekers to use library databases to create resumes.

#### **Qualifications:**

- Ability to work patiently with people from diverse backgrounds
- Knowledge of online resources and WCLS databases and resources for job hunters
- Computer proficiency

#### **Training and Support Provided:**

- Orientation to the library and its policies
- Orientation to library resources for job hunters
- Access to staff (contact person) as needed for problem-solving

#### **Benefits of Volunteering:**

- Leadership role in mentoring individuals searching for a job
- Develop teaching skills
- Increase knowledge of library resources

#### **Time Commitment:**

Two hours per week

#### **Length of Commitment:**

A minimum six month commitment is requested.

#### **Contact Person:**

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