

# Career Center Volunteer

## Career Center

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## Career Center

We believe that with hard work and quality resources, Our House residents and community members gain the tools and skills necessary to excel in both their professional careers and personal lives. The Career Center is located on the Our House campus, **302 E Roosevelt Rd.** The Career Center VISTA coordinates between the Career Center Volunteers (CCVs), Career Center staff, and AmeriCorps employment coaches.

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# The Role of a Career Center Volunteer

As a Career Center Volunteer (CCV), you will be working directly with our adult clients to help them achieve their goals and assisting the office team with any administrative duties. As a Career Center Volunteer, you can assist in four areas: Education, Financial Empowerment, Health and Wellness, and Employment and Training.

## Description of Tasks

Education	<p><b>Opportunities include:</b> English and Mathematics tutoring for G.E.D. prep, computer basics classes that cover how to use Microsoft Office, Email, Internet usage and more.</p> <p><b>Desired skills and experience:</b> Teaching experience; Knowledge in English and/or Math; Tutoring experience; Students and professionals in fields related to education.</p> <p><b>Volunteer commitment:</b> Coordinate with Pulaski County Adult Education Teacher and Career Center VISTA to set a schedule</p>
Financial Empowerment	<p><b>Opportunities include:</b> Facilitating classes that cover financial warning signs, budgeting, living on your own, credit repair, and many more.</p> <p><b>Desired skills and experience:</b> Background in credit counseling; Training experience; Comfortable speaking to groups; Professionals in banking, insurance, credit analysts, education, or related fields.</p> <p><b>Volunteer commitment:</b> 1-2 hours per month</p>
Employment and Training	<p><b>Opportunities include:</b> Mock interviews with clients; facilitate Job Skills classes; Assist with resume writing and job search; Professional dress workshops.</p> <p><b>Desired skills and experience:</b> Background in Human Resource Management; Customer Service professionals; Business Professionals; Good interpersonal communication skills; Comfortable speaking to groups; Educators; College students in related fields.</p> <p><b>Volunteer commitment:</b> 2-4 hours per month</p>
Health and Wellness	<p><b>Opportunities include:</b> Beginner Yoga instructor, fitness, nutrition, and healthy lifestyle activities. Access to the Career Center kitchen to perform cooking demonstrations.</p> <p><b>Desired skills and experience:</b> Background in fitness coaching; Yoga instructors; Cooks/Chefs; Dietitians; Nutritionists; Students and professionals in nursing, nutrition, culinary arts, or health related fields, fitness coaches.</p> <p><b>Volunteer commitment:</b> 1-2 hours per month</p>

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## Preferred Volunteer Times

Monday - Friday	8:00 am to 4:30 pm
Monday - Thursday	8:00 am to 4:30 pm; 7:00 pm-8:00 pm

## Training and Support

All Our House volunteers receive a tour around the Our House campus, and they will get full training on the aspects of their volunteer role. CCVs also receive support, advice, and guidance from the Career Center VISTA and Career Center team.

## Benefits to Volunteer

All Our House volunteers will have the opportunity to make a difference in somebody's life. A CCV is able to network and communicate with a range of individuals and groups. They also enhance their existing skills while learning new ones.

## Application Procedure

1. Application Form: available on the Our House website.
  - a. Includes check with NSOPW (registered sex offender list)
2. Interview with Career Center VISTA
3. Trial Period

## Contact Information

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