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# Workforce Development 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 career and personal life. The Career Center is located on the Our House campus, **302 E Roosevelt Rd.** The Career Center VISTA coordinates between the Workplace Development Volunteers (WDVs), Career Center staff, and AmeriCorps employment coaches.

## The Role of a Workforce Development Volunteer

As a Workforce Development Volunteer (WDV), you will be working directly with our adult clients to help them achieve their goals and assisting the office team with any administrative duties.

### Description of Tasks

- GED Prep: seeking volunteers with knowledge of English and mathematics
- Job Skills/Job Club training: interpersonal communication, being an asset, improving workplace productivity, etc.
- Financial literacy skill development
- Basic computer skills development: setting up an email, researching online job bulletin boards, etc.
- Mock interviews: helping clients “sell” themselves to potential employers, how to talk about past employment, answering common interview questions
- Resume reviews and consultations

### Preferred Volunteer Times

Monday - Friday	8:00 am to 12:00 pm
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### Preferred Skills and Qualifications

<ul style="list-style-type: none"> <li>● Financial and accounting experience</li> <li>● Human Resource management experience</li> <li>● Computer Science and/or Technology literacy experience</li> <li>● Life Skills: This includes a wide range of nutritional, recreational, and fitness oriented activities. In the past volunteers have led Yoga, meditation, cooking demonstrations, hip hop dance, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Be comfortable volunteering within a group or individually</li> <li>● Good verbal and communication skills</li> <li>● Approachable and friendly</li> <li>● Comfortable working with different temperaments and personalities</li> </ul>
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## **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. WDV's 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 WDV 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**

Miranda Deaton Career Center VISTA

Telephone: (501) 374-7383, ext 211

Email: [miranda.deaton@ourhouseshelter.org](mailto:miranda.deaton@ourhouseshelter.org)