

The Barrington Career Center Volunteer

TBCC is looking for volunteers to help clients explore career choices and coach them through the process of applying for jobs and preparing for interviews. You may lead career and job search training workshops, both in person and online. You will work with job seekers and career changers of all ages and backgrounds.

Voluntarily serve to help clients prepare and carry out an effective job search plan. The ideal volunteer has held responsible executive positions and has previously counseled others and/or worked in job search. Experience developing and delivering select workshops related to core job search activities including Resume, Job Search Project Plans, LinkedIn, Networking, Interviewing, Identifying Strengths, etc.

Requirements:

- Views clients as customers. Provides individual and targeted assistance with professional development and understand client goals and ambitions. Able to discover people's strengths and weaknesses and help them determine what works best for them.
- Understands and follows the TBCC job search process and helps chart out a specific job search plan
- Assists with developing resumes and cover letters, identify job opportunities, and assist with application and interview process.
- Able to communicate ideas, advice, feedback, and critiques professionally and concisely in individual and group settings. Solid communication skills.
- Knowledge of workforce and industry trends
- Helps clients become more compelling job candidates
- Knowledgeable in current job search technologies and trends, including ATS, LinkedIn, Online networking, interviewing, etc.
- Must be willing to volunteer approximately 10 to 20 hours per month, depending on need. Able to adjust coaching style to meet the needs of the individual.
- Willing to present at least 2 workshops per month on various job search core topics, ranging from one to three hours in length.

Requirements:

- Proven hands-on experience as a job coach preferred but not necessary.
- Experience as a trainer, presenter, or teacher – ability to share knowledge in a formal, structured setting
- Outstanding communication and interpersonal skills. Demonstrated ability to develop and deliver job search content.
- Excellent organizational and problem-solving ability
- Empathy and respect for diversity. Must maintain client confidentiality.

Send resume to michellemovitz@thebarringtoncareercenter.org