



**Volunteer Title:** Volunteer for EMPLOY Sessions  
**Reports To:** Beverly Woodson, Workforce Development Coordinator  
**Revised/updated:** January 13, 2011  
**Work Days:** Every other Monday  
**Work Hours:** 8 a.m. – Noon  
**Number of Volunteers Needed:** 4

**BASIC FUNCTION:**

Provide assistance with [EMPLOY](#) (EMpowering People and Linking Occupations to You) session. EMPLOY is a unique job readiness training held every other Monday at the Urban League. Clients have the opportunity to visit with guest employers that have immediate job openings, as well as, learn tips on resume writing, interview techniques and career planning strategies. Clients are also offered help with securing an email address in order to apply for jobs via online HR sites. Attendance ranges from 60 – 80 clients per session.

**RESPONSIBILITIES:**

- Assist with client check-in
- Assist with session hand-outs and evaluations
- Assist clients with establishing email address in order to apply for jobs online
- Assist with replenishing coffee and refreshments

**Special Expertise Needed:**

Familiarity of email registration and Internet.

**To volunteer, contact: [Beverly Woodson](#), 424-5243 x107**