

# Volunteer Services

## VOLUNTEER POSITION DESCRIPTION

**TITLE:** Job Coach

**SUPERVISOR:** Lead Case Manager

**PROGRAM:** The *Transitional Housing Program* provides homeless women and their children with a safe, supportive place to stay as they participate in life skills training and stabilization services that prepare them for employment and stable housing in the community. Child-centered programming and family enrichment activities, provided through the children's Child Enrichment Center, help promote healthy child development and empower the family unit.

**PURPOSE:** For volunteer business women in the community to provide strong mentoring relationships to empower women in the Transitional Housing Program to become self-supporting and self-sufficient.

### RESPONSIBILITIES:

- Provide participants with sound professional guidance and support during one-on-one meetings
- Aid participants with insight into career fields and provide opportunities for networking. Help participants gain insight into organizational culture
- Advise participants on how to adopt a more professional attitude and manner; understand the "unwritten rule" in the workplace and learn how to build a successful career
- Help participants gain self confidence and self esteem in the work place and/or educational setting; assist them with planning for their future in career and educational advancement

### QUALIFICATIONS:

- Be willing to provide the following to participants during one-on-one meetings: skill assessment, resume preparation, individual interview coaching and mock interviews, creating a barrier resolution plan, financial planning/budgeting, job search strategies, career planning
- Be able to relate to people from diverse backgrounds
- Previous presentation/teaching experience a plus, but not required
- Have own transportation to and from Transitional Housing Program sites
- Be at least 21 years old.

### BENEFITS:

- Increased awareness of issues surrounding homelessness and housing.
- Documented volunteer experience.
- Experience working with a non-profit agency.

**SITE:** Transitional Housing Program sites in St. Paul.

### COMMITMENT:

- One-time or long-term commitments available. Thursday evenings, 6:00-8:00 p.m.

**CONTACT:** Volunteer Specialist  
(651) 265-0701 (phone)  
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