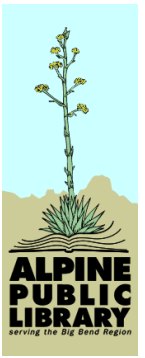


ALPINE PUBLIC LIBRARY

Volunteer Position Description Job Search Coach



Position Overview and Impact: Help those affected by the economic downturn and make a significant contribution to the local workforce by helping job seekers search and apply for jobs.

Key Responsibilities:

1. Familiarize and assist job seekers with online resources for job searches.
2. Assist job seekers in writing resumes and cover letters.
3. Help job seekers identify local job skills training resources.
4. Assist job seekers in using online job skills training resources.
5. Provide encouragement and assistance to those recovering from job losses.

Qualifications:

1. Eighteen years of age and older
2. Speak English well and have the ability to read and write English at a 12th grade level. Spanish language ability desirable but not necessary.
3. Significant past experience using the internet for job searches.
4. Familiarity with successful resume and cover letter writing strategies.
5. Dependable and able to maintain a regular volunteer schedule and time records.

Responsible to: Library Director

Training and Support Provided: Introduction to the library and its mission. Orientation to the library's role in serving as a job search resource portal. Staff is available to answer questions but the candidate should be highly self-sufficient.

Benefits of Volunteering:

Opportunity to help fellow residents recover from and thrive in an economic downturn.

Opportunity to have a positive impact on the local economy.

Opportunity to support Alpine Public Library operations and help fulfill the organizational mission of creating lifelong learners.

Time Commitment: Minimum one hour per week and up to three hours per week total. Total of six months requested to provide continuity of service.

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