



volunteer services position description

St. Paul

Title: YW Works Volunteer

Program: YW Works (YWW): Breaks the cycle of poverty by helping people move from welfare to work. As a contractor of Workforce Solutions, a department of Ramsey County, YWW delivers culturally-specific employment services to African American participants of the Minnesota Family Investment Program (MFIP).

Purpose: Assist participants with computer lab usage, job search tools, and email functions.

Responsibilities:

- Schedule and facilitate workshop(s)
- Evaluate client progress
- Track and report on attendance to employment counselors
- Reach out to clients via phone calls, mailing, filing, or faxing
- Assist participants in computer usage.
- Assist participants in developing/opening e-mail accounts
- Assist participants with resume and cover letter development
- Assist participants with internet job search
- Assist participants with faxing and copying resumes, cover letters, and other application materials
- Ensure participants sign in and out when using computer lab
- Assist staff as needed
- Perform additional duties as assigned by the director

Qualifications:

- Must be 18 years or older
- General knowledge of computer applications
- General knowledge of job search tools and functions
- Knowledge of Microsoft Word, Excel, PowerPoint and Access
- Ability to work with limited direction
- Ability to foster a welcoming and encouraging environment for participants
- Dependable and reliable
- Experience working in a non-profit sector preferred
- Familiar with WinWay Resume Software preferred
- Global Career Development Facilitator Certification preferred

Site: YW Works

1885 University Avenue, Suite 229, St. Paul, MN 55104

Commitment:

- Tuesday, Wednesday, Thursday 8:30am-11:30am
- Minimum 3 month (or one semester) commitment required

Contact: HR Generalist, YWCA St. Paul
375 Selby Avenue
St. Paul, MN 55102

phone: (651) 265-0701
fax: (651) 222-6307
email: volunteer@ywcaofstpaul.org

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