

Career Assistant

Qualifications:

- 18 years or older
- Ability to work patiently with people from diverse backgrounds
- Mentor people to be self-sufficient and resourceful when seeking a job
- Assist with job center classes
- Excellent customer service skills

Responsibilities:

- Help job seekers with software, including finding resume templates on Word and online sources
- Help job seekers with online resources such as the library web page, filling out online applications, creating email addresses, etc.

Training and Support:

- Volunteer orientation (online)
- Library Policies (online)

Minimum Time Commitment Requested: 2 hours per week for six months

Supervisor: Head of Adult Services or Branch Manager