



Opportunity Summary: The Employment Services department at the Fortune Society is looking for volunteers to assist jobseekers as they prepare for re-entering the workforce. Volunteers, working either one-on-one or in a group setting, provide assistance to job-seekers of all backgrounds who are in Fortune's 2-week Job Readiness Workshop.

Reports to:

Hanaa Elfiky, Career Advisor & Mentoring Coordinator (primary)

Emily Torrey, NEST Program Coordinator (secondary)

Location: Long Island City

Days/Hours: Wednesdays (6:00-8:00 PM)

Volunteer Project- MENTORING PROGRAM- Wednesdays 6pm – 8 pm, plus one hour a week of additional contact with your assigned participant via phone, email, or in person

- Attend and be an active participant in weekly group sessions from 6:00-8:00 PM Wednesday evenings at the Fortune Society LIC offices
- Keep in weekly meaningful contact of a minimum of one-hour phone, in person, or email correspondence with assigned Fortune Client/Participant
- Serve as a positive role model for the participants
- Support and motivate assigned participant with respect to personal and professional goal achievements
- Complete weekly progress notes on relationship with participant
- Participate in monthly events or outside workshops in accordance with the mentoring curriculum
- Introduce your participant to your work environment through shadowing

PREFERRED BACKGROUND:

Requirements:

- Display genuine interest and skill in working with justice-involved individuals
- Have a part or full-time job; extensive previous experience in a given field, or extensive previous volunteer work

Ideal Candidate would be:

- Focused and motivated on their own personal and professional goals
- Commitment to the mission of the mentoring program and its participants
- Displayed active listening skills
- Ability to maintain a positive attitude in challenging situations
- Empathetic, open minded, flexible and non-judgmental
- Demonstrated ability to set boundaries with clients and not push personal agendas

NEXT STEPS:

- Please go to the volunteer sign-up section of The Fortune Society website to express your interest and provide contact information: <https://www.volgistics.com/ex/portal.dll/ap?AP=1856019289>
- You will be contacted by a member of Fortune’s Volunteer Committee to set up a pre-screening
- Once you complete the pre-screening, your name will be forwarded to the Mentoring Coordinator & NEST Program Coordinator to schedule a program specific interview
- Once you complete the program specific interview and are deemed to be a good fit for the program by program staff you will be given a date for a 2-hour training and onboarding session for the program prior to the 12-week session start date