



VOLUNTEER OPPORTUNITIES – Employment Services

Opportunity Summary:

The Employment Services department at the Fortune Society is looking for volunteers to assist job-seekers 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: **Judy De La Cruz**, Manager of Training Programs (primary)
Long Island City
Location: Tuesday (10am-12pm), Wednesday (1pm-3pm), Thursday (1pm-4pm) and/
Days/Hours: or Fridays (1pm-3pm)

Volunteer Project – RESUME DEVELOPMENT – Tuesday 10am – 12pm

- Offer relevant information about the necessity of a resume in today's job market
- Work one on one with clients to help them complete the resume drafting packet that will provide the essential information for the development of a professional resume.
- As needed, staff members may seek additional help from volunteers with strong Microsoft Word skills, to assist in developing resumes from the drafting packet.

Volunteer Project – MOCK INTERVIEWS – Thursday 1pm – 4pm

- Interviews are conducted in a large 1st floor common area with 5-8 interview tables
- Following a "script," volunteer conducts an interview with a client and then completes an interview feedback form
- Interviews should have a clear beginning and end, uninterrupted by feedback until completion
- At the end of the interview session (approx. 3pm), volunteers attend an interview feedback session to discuss clients' performance and determine if any need additional services.

Volunteer Project – VIDEOED MOCK INTERVIEWS – Wednesday and Friday 1pm – 3pm

- These interviews are conducted in the 1st floor library or an office in the same area
- Interviewers provide assistance in setting up video camera and AV equipment
- Interviewer escorts participants into the interview room (Note: only client is on camera)
- Interviews should have a clear beginning and end, uninterrupted by feedback until completion
- Clients are assessed on their ability to articulate their skills, aspirations and self-confidence
- After interviews, volunteers discuss any issues/concerns with facilitators

PREFERRED BACKGROUND:

- Required: Experience in interviewing or resume writing
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Strong verbal and written communication skills.
- Spanish speakers desirable



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

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
- After Volunteer Committee pre-screening, your name will be forwarded to the Volunteer Coordinator who will schedule an interview
- After interview, you will receive an HR packet which must be completed before you can begin to volunteer
- At some point, you will be asked to attend a general Volunteer Orientation session
- Volunteers who participate in the Mock Interview program:
 - Start by "shadowing" or observing a couple of the Thursday mock interview sessions. You will also be asked to read carefully a manual describing how to conduct a mock interview
 - When you feel comfortable that you understand the procedures, you will conduct one or more interviews with a more seasoned volunteer observing
 - When you and the Coordinator agree, you can then perform independently