



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)

Location: Long Island City

Days/Hours: Tuesday (10am-12pm), Wednesday (1pm-3pm) and/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 – 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



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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