

## **VOLUNTEER OPPORTUNITIES – Employment Services**

**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.

**Location:** Long Island City

**Days/Hours:** Wednesday (1pm-3pm) and/or Fridays (1pm-3pm)

### **Volunteer Project – VIDEOED MOCK INTERVIEWS:**

- 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: Significant experience in interviewing
- 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

**INTERESTED?** Please click [here](#) to submit your information to the Volunteer Committee. We will get back to you as soon as possible.

**NOTE:** Fortune is open Monday - Friday from 9- 5, with some Education classes in the evening. We ask for a commitment of at least 6 months. Volunteers are expected to participate in a training to learn about Fortune and the program they volunteer for.