



HIRED

1200 Plymouth Avenue North · Minneapolis, MN 55411  
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## HIRED Volunteer Position Description

### Location:

Griggs Midway Building  
1821 University Ave, Suite N-261  
St. Paul, MN 55104

### Site Contact:

John Klem, Program Manager  
651.999.5670  
[John.Klem@HIRED.org](mailto:John.Klem@HIRED.org)

### Position Title:

Client Services Volunteer

### Duties and Responsibilities:

The Client Services Volunteer provides one-on-one assistance to clients under the supervision of HIRED staff. The assistance provided typically includes:

- Mentor and encourage clients in their employment search
- Answer general questions about job seeking and workplace issues
- Provide coaching and suggestions about effective job search strategies and business communication
- Helping clients write and/or edit résumés and cover letters
- Helping clients prepare additional written correspondence
- Calling employers or potential employers on clients' behalf

Volunteers may also accompany staff and clients to job interviews, assist during classes or workshops and other activities to support clients' job-seeking.

### Time Commitment and Schedule:

This volunteer position requires a commitment of 4 hours per week. The work will be conducted during regular business hours.

### Required Skills:

This volunteer position requires excellent communication skills, basic computer skills (Microsoft Office programs) and an ability to establish rapport while maintaining professional boundaries.

### Background Check, Orientation and Training:

This volunteer position requires a criminal background check. HIRED will provide appropriate orientation and training, and a volunteer resource handbook.

### To Apply:

Interested volunteers may download the HIRED Volunteer Application form and send the completed form to:

Amy Barwick, Human Resources Director  
HIRED  
1200 Plymouth Avenue North  
Minneapolis, MN 55411  
Tel: 612.302.8505 Fax: 612.529.7131  
[Amy.Barwick@HIRED.org](mailto:Amy.Barwick@HIRED.org)