



HIRED

1200 Plymouth Avenue North · Minneapolis, MN 55411
TEL 612-529-3342 · FAX 612-529-7131 · www.HIRED.org

HIRED Volunteer Position Description

Location:

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

Site Contact:

John Klem, Project Manager
651.999.5670
John.Klem@HIRED.org

Position Title:

Resource Room Volunteer

Duties and Responsibilities:

The Resource Room Volunteer provides one-on-one assistance to youth and immigrant clients using the resource room. The assistance provided typically includes:

- Using the Internet to search for job and training opportunities
- Helping clients write and/or edit résumés and cover letters
- Helping clients prepare additional written correspondence
- Calling employers or potential employers on clients' behalf
- General office work (faxing résumés/cover letters, making copies, etc.)

Volunteers may also mentor clients, answer general questions and provide coaching and suggestions about effective job search strategies and business communication.

Time Commitment and Schedule:

This volunteer position requires a commitment of 4 hours per week. The work will be conducted in the HIRED office 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