



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, Program Manager
651.999.5670
John.Klem@HIRED.org

Position Title:

Workshop Presenter Volunteer

Duties and Responsibilities:

The Workshop Presenter Volunteer conducts workshops in areas of his/her expertise. Workshop topics typically include:

- General life skills
- Personal financial management and budgeting
- Interviewing skills

Volunteers may use any communications media with which they are comfortable, including Powerpoint, overheads, whiteboards, posters and handouts.

Time Commitment and Schedule:

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

Required Skills:

This volunteer position requires excellent communication skills 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
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