

**JVS Career & Employment Services Volunteer Description
Employment Support for Clients**

Purpose: To provide support to clients in the various tools needed in the current job search including, but not limited to, resume reviews, LinkedIn profile consultations and mock interviews. Resume reviews and LinkedIn consultations will be one-on-one meetings to review the client’s materials and evaluate their appropriateness for the stated jobs of interest to the client. Mock interviews will be conducted as a role play environment whereby clients can practice their physical and verbal presentation skills as they become ready for real job interviews. All services are job and industry specific.

Site & Time:

- Online only: by appointment
- 2-3 hours per month

Traits

- Listening skills
- Understanding various job titles and responsibilities
- Understanding of the current hiring process and application tracking systems (ATS) to connect resumes and job descriptions
- Access to LinkedIn account and knowledge of networking and a professional online presence
- Being comfortable with role playing
- Providing constructive feedback on written, physical and verbal presentations
- Ability to analyze resumes, LinkedIn profiles and job descriptions to assist in matching materials to job applications, interview questions and professional presentation.
- Ability to utilize computer technology to facilitate online interviews

Responsibilities

- Read client resume prior to session to provide constructive feedback
- Review client LinkedIn profile prior to session for feedback
- Read client job description and resume prior to mock interview
- Write up session analysis and submit to appropriate staff
- Take part in volunteer meetings called by program director

Key Interactions

Clients	Staff		
Outside employers	Volunteers		

If interested, please email: volunteers@jcfs.org