**Volunteer Job Description**

**Resume Builder and Job Finder Volunteer**

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| **Assignment** | After receiving a work permit, many newcomers are eager to enter the work force and take ownership over their financial future. As work contributes to strong mental and physical health, Kinbrace seeks to assist newcomers with the tools necessary to attain gainful employment.  The Resume Builder and Job Search Volunteer will assist newcomers to Canada in developing a resume that will aid in securing employment. They will also be required to provide an orientation to the Canadian job market. This will involve meeting with the individual to understand their employment history, current work practices and future career goals. The Resume Builder and Job Search Volunteer will report directly to the Settlement Coordinator. |
| **Primary Duties** | Resume Builder and Job Search Volunteer will be responsible for:   1. meeting with individuals to determine employment goals 2. coordinate with the resident to write and format resume appropriate to employment goals 3. assist with job search   Volunteer will assist residents to engage with Canadian employment opportunities. This will include writing resumes, cover letters and job application forms as well as offering an initial understanding and orientation to working in Canada. |
| **Qualifications** | Excellent writing and communication skills  Experience writing resumes and cover letters  Ability to work one on one with individuals  Patient in working with individuals whose first language may not be English  Detail oriented  Understanding of job market in Vancouver  Understanding of what prospective employers expect |
| **Screening** | Complete application questions on Kinbrace Volunteer Web Page  In-person Interview  Police criminal record check  2 references (telephone #s) provided |
| **Time Commitment** | As needed |
| **Orientation and Training** | Settlement Coordinator will provide introducton to Kinbrace Community Society and its mission and values statements.  Visit to Kinbrace Community Society  Work in coordination with the Settlement Coordinator and individual requesting assistance. |
| **Working Conditions** | Will work at Kinbrace in common space with individual  A common computer is available but would be beneficial if personal computer is brought along. |
| **Benefits** | Opportunity to assist newcomers in gaining the tools necessary to meaningfully engage the Canadian job market.  Opportunity to engage in new relationships that will be mutually transformative and beneficial.  Opportunity to build personal skills regarding resume and cover letter writing.  Letters of reference provided upon request for prospective employment, educational or volunteer opportunities.  Expenses for police check will be reimbursed. |
| **Supervision and Feedback** | The Resume Builder and Job Search Volunteer reports directly to the Settlement Coordinator.  Volunteers are encouraged to initiate contact with the Settlement Coordinator as needed. |