



Volunteering at PATH Employment Services

Resource Centre Volunteer

The Employment Resource Centre is a busy, public access service point where the volunteer delivers excellent customer service around all aspects of job search. Through their work in assisting clients and working with their colleagues the Resource Centre Volunteer will apply a range of knowledge and skills in an environment that is technologically up to date and demanding.

Educational Requirements

- Career development practitioner diploma or in progress an asset
- Post secondary education completed or in progress in social services, business or related fields

Key Skills/Abilities

- Reading text, Document use, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Finding information, Computer use, Continuous learning.
- Exceptional Customer Service skills, strong interpersonal, computer and research skills

Responsibilities

- Provide new clients with an orientation to the job search tools and resources
- Provide on-going coaching, assistance and encouragement to clients
- Initiate offers of support including software troubleshooting
- Conduct employment related computer tutorials
- Organize related materials and tools for ease of accessibility by clients

For more information

Please visit our Website www.pathemployment.com

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