

Volunteer Intern Position Description

Position Title:	Employment Volunteer Intern
Position Location:	Spokane, WA
Department/Division:	Employment
Job Title of Supervisor:	Employment Programs Manager
Starting Date:	TBD
Length of Opportunity:	Minimum time commitment: 10 wks. Maximum time commitment: 16 wks.
Hours per week:	20 hours per week
Number of Positions Open:	2
General Function:	Assist employment specialists with pre-employment and job placement tasks
Specific Job Duties:	<ul style="list-style-type: none"> • Assist clients with ESL enrollment • Develop and present entry level employment workshop curriculum • Assist client to become familiar with Spokane's bus system • Assist client with development of written resume and job search skills • Assist clients with employment forms • Assist client during employer's orientation • Other duties as assigned
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none"> • Competent in the use of Microsoft Office 2010 • Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments • Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently • Ability to communicate clearly, both orally and in writing • Flexible / motivated team player
Experience Preferred:	<ul style="list-style-type: none"> • Cross-cultural experience
Physical Demands:	<ul style="list-style-type: none"> • Ability to climb and descend stairs unassisted

For further information please contact the:

Volunteer Coordinator

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