



Volunteer Opportunities at Jewish Family & Children's Service of Pittsburgh

Career Development Center (CDC)

- **Resource Room Attendant;** Volunteers assist individuals at the Career Development Center who are conducting a job search, by helping with job applications, online resources, resume-building, and more.
- **WorkAble Volunteer Mentors;** Volunteer mentors provide emotional support as well as job search assistance (resume-building, cover letter writing, interview preparation and more) to jobseekers through WorkAble, a United Way of Allegheny County-funded partnership of the Career Development Center of Jewish Family & Children's Service, North Hills Community Outreach and South Hills Interfaith Ministries, serving un- and under-employed individuals throughout the region.
 - **Additional Opportunities through WorkAble;**
 - **Employment mentors** – Volunteer employment mentors share knowledge and experience to help eligible jobseekers build positive career development skills and move toward self-sufficiency. Mentors collaborate with professional Career Consultants to help individuals develop the skills and resources necessary to secure gainful employment. Mentors may review resumes and cover letters and assist with interview preparation. Mentors meet one-on-one with jobseekers to encourage empowerment, good habits and to provide accountability. Mentoring duties may be ongoing or for a specific task, as defined and recommended by each client's assigned Career Consultant.
 - **On-site mentoring** – Career Consultants typically work during business hours. Volunteer mentors staff agency offices during evenings and weekends, to assist jobseekers who are not available on weekdays because of work or family obligations.

Mentors are encouraged to attend multiple workshops and events to train for these roles.

- **Career Fair Assistants** – Volunteers help at job fairs with registration and other administrative tasks, such as answering participants' questions and directing them to specific employers.
- **Teaching classes/running workshops** – Topics may include how to use social media, how to search for jobs, the art of networking, and how to prepare for interviews. Class leaders are selected based on their professional experience and their comfort level leading small group presentations. Before teaching a class, volunteers are encouraged to attend several workshops and undergo training to become a facilitator.
- **Guest speakers** – Volunteers with extensive experience in a particular field, and those who have held executive roles may be invited to speak about their industry, its trends, and the job opportunities that are currently available. Ideal for those with extensive public speaking experience.
- **Resume Help** – Many WorkAble jobseekers need to improve their resumes, and volunteers help clients apply those changes and ensure that resumes are free of typos and laid out according to formats preferred by employers. Ideal for volunteers with strong editing and computer skills. Volunteers are asked to participate in the Magnetic Resumes workshop prior to volunteering in this capacity.
- **Informational meetings** – Jobseekers who are contemplating a career shift to a new company or industry may seek input from someone experienced in the field. Volunteers are asked to make themselves available for a half-hour face-to-face or phone meeting to provide general information about a company or industry, including education and skills required and insights about how the jobseeker should present him/herself in resumes, cover letters and interviews. The volunteer would be under no obligation to provide a reference for the client. Ideal for volunteers with broad knowledge of a company or industry, especially those who have, or had, management-level positions.
- **Mock interviews** – Volunteers will play the role of a potential employer in an interview, asking questions to help jobseekers become comfortable with the interview process, polish their presentation and anticipate questions from interviewers. Mock interview sessions would last between 30 minutes and 1 hour.

Ideal for volunteers with experience in human resources or supervisory/hiring roles. Volunteers are asked to participate in the Advanced Interviewing workshop prior to volunteering in this capacity.

- **Computer assistance** – Jobseekers who have been out of the work force for some time may have weak computer skills and need one-on-one help to fill out online applications and use basic computer applications, such as Word and Excel. Ideal for technically skilled volunteers, especially those with teaching experience.
- **Accompanying job seekers** – Networking events, in particular, are unfamiliar experiences for many jobseekers, who need guidance about how to navigate and present themselves. Great for volunteers who are comfortable in networking situations.
- **Writing monthly volunteer newsletter** – Writer/editor needed to write monthly e-mail communications to help with volunteer retention and involvement. Ideal for person with strong writing and organizational skills.
- **Driver** – Often jobseekers need help with transportation to job events and interviews. Volunteers can drive jobseekers to one-time appointment or be available to help the same jobseeker with multiple events.

ElderCare/Older Adults

- **AgeWell Rides** benefits older adults in the community who cannot or do not drive. Volunteer drivers from the community provide transportation to local seniors, driving older adults to medical appointments, grocery shopping, social activities and more, allowing them to maintain an independent and active lifestyle.
- **AgeWell Visits** benefits older adults who live alone or with their spouse and would like to host volunteer visitors to continue socializing and interacting with community members. Volunteers will chat (but mostly listen!), help with little household projects (ie. watering houseplants or organizing photo albums), play games like Scrabble or cards, help read the newspaper out loud for someone whose eyesight is failing, write down simple oral histories - any number of easily shared activities to help brighten a senior's day.

Immigration & Refugee Resettlement

- **In-Home Mentorship Program**; Benefits refugee families living in Pittsburgh. Volunteers are matched with one refugee family and go into the home on a

regular basis to provide ESL tutoring and teach life skills/cultural lessons. There is great flexibility in what is taught since we recognize that each family's dynamic and needs are different.

- **Welcome Home Mentorship Program;** Benefits refugee families within their first few months in the United States. Volunteers are matched with at least one newly-arrived family and make a commitment to complete a detailed home maintenance and safety curriculum with them over four home visits in three months.
- **Pro-Bono Legal Volunteers;** Legal volunteers provide assistance related to legal immigration matters.

Squirrel Hill Community Food Pantry (SHCFP)

- **Individual Volunteer Shifts;** Volunteers shop with Pantry clients, prepare food packages for delivery to clients, stock shelves, sort donations, pack produce and prepare emergency packages of food for emergency clients.
- **Group Volunteer Events** benefit Pantry clients and take place during the week. Volunteers pack produce, stock shelves, sort donations, bag grains, and perform additional duties that help the Pantry operate at its best and fulfill its mission.
- **Sunday Packouts;** Sunday packouts are group volunteer events on the first Sunday of the month, and volunteers unload and stock pallets of food and pack bags for delivery to clients in Murray Towers and Riverview Towers in Squirrel Hill.

Additional volunteer opportunities with JF&CS available to board members and community members include: Living Room Learning; engaging young adults; leading fundraising campaigns at JF&CS and the Squirrel Hill Community Food Pantry; and various planning and financial roles. For more information about these opportunities, please contact JF&CS at info@jfcspgh.org or by calling 412-422-7200.

Additional volunteer opportunities at Jewish Family & Children's Service of Pittsburgh may be available throughout the year. For more information, please call 412-422-7200, visit www.jfcspgh.org or connect with JF&CS via social media; www.facebook.com/pages/Jewish-Family-Childrens-Service-of-Pittsburgh/303029436391277 and twitter.com/JFCSPgh.