

**EMPLOYMENT MENTOR**

**Goal**

Assist clients find jobs by filling out job applications, helping with transportation to interviews, and strengthen understanding of American work culture.

**Duties and Responsibilities**

* Fill out job applications for clients based on qualifications
* Assist with transportation to job interviews
* Assist with admin work as needed
* Create resumes and write out job descriptions
* Perform “Job Class” presentation to help client comprehend American work culture
* Help create family spending/budget plans with clients

**Time Requirements**

Volunteers will commit to assisting 3-4 times a month for a minimum of 3 months and are asked to spend at least 3 hours serving during their scheduled day.

**Location**

Location may vary. Volunteers can meet with clients in their homes or at the WR office. Volunteers may also need to drive clients to job interviews as well.

**Skills & Requirements**

* General knowledge of the workforce is preferred
* Comfortability working on a computer is required
* Administrative skills are helpful but not required
* Adaptable to changes

**Training**

Volunteers will receive hands on training from the caseworker for this role.

**Additional Information**

World Relief address: 4200 South Freeway Suite 408 FTW, TX 76115