**Position Overview and Impact:**

The volunteer Job Coach will assist individuals looking for jobs using a variety of technology and online resources available through the Library. The Job Coach will assist the job seeker identify employment opportunities, provide feedback on resumes and cover letters and practice for a successful job interview.

**Responsibilities:**

* Introduce job seeker to the SPL web page and resources available including Jobs & Career, Adult Literacy, and Online Learning.
* Instruct on how to conduct an online job search, fill out online applications and create and email account.
* Assist with resume or cover letter creation or revision including most appropriate format to use (chronological, functional, hybrid).
* Conduct mock interviews to prepare job seeker for actual interview.
* Assist with email set up, applying for positions online, utilizing online resources
* Find resume templates on Word and online sources; direct job seeker to tutorials if available.

**Skills:**

* Proficient communication skills - both verbal and written
* Ability to work patiently with people from diverse backgrounds
* Ability to mentor patrons to be self-sufficient and resourceful when seeking a job
* Competence with MS Office Suite and online search techniques
* Familiarity with Sacramento Public Library resources specific to employment searches

**Requirements:**

* Must be at least 21 years of age
* Internet access and computer or laptop

**Training and Support:**

* Orientation specific to Job Coach expectations and Branch specifics
* Training to SPL Library resources (databases: Jobs & Careers, Adult Literacy, Computer Skills)

**Benefits of Volunteering:**

* Leadership role in mentoring individuals searching for a job
* Increase knowledge of library resources