

Daily Work

Hands-on help for struggling job seekers

Volunteer Opportunities – Daily Work

As of January 21, 2013

Call Julie Hoff, executive director, at 612.272.6269 to learn more

Position:	Employment Counselor
Time Commitment:	Prefer a minimum of one 4-6 hour shift weekly or every other week.
Available Days:	M/W – New Brighton and Th/F – St. Paul
Optional:	Weekly Friday morning (9-11 a.m.) meeting to brainstorm and share

As an employment counselor for Daily Work, your primary responsibilities will be to develop relationships with and assist clients in overcoming barriers to employment, finding work, and moving towards self-sufficiency. This position requires excellent problem-solving and computer skills. Interactions with job seekers include, but are not limited to:

1. Identifying job seeker's needs, abilities, interests and goals

- **Establish experience, skills and interest base-line.** Using an intake questionnaire, each counselor listens to the job seeker's story: the needs, challenges, the hopes and dreams. Success is built on uncovering and recognizing abilities and challenges, addressing appropriate near-term needs, and planning and preparing for future advancement.
- **Identify barriers to success.** Each person faces unique barriers that add to the difficulty of finding living-wage, sustainable work. They include, but are not limited to, limited English language skills; inadequate computer skills; limited access to required technology; including telephone, voicemail and email; poor access to transportation; no formal education or specific skills; and more.
- **Develop an individualized strategy for long-term, living wage employment.** After barriers and challenges are identified, counselors work with each client to create an individualized action plan that includes near-term and longer-term objectives.

2. Providing on-going assistance and coaching to address identified needs and actions

- **Access resources to help overcome barriers and meet near-term needs.** Employment barriers are often hard to overcome. Counselors assist clients in taking small, solid steps to meet larger goals and help them find and effectively use available resources. Examples include helping clients obtain identification cards, training opportunities, grants for training or a driver's license, English language classes, free financial counseling, free medical or dental services, and more.
- **Create resume and cover letter, develop skills, assign responsibilities and set deadlines.** Employment counselors create a good resume and cover letter with each job seeker, assist them in finding and applying for jobs, and help them gain skills in all aspects of the job search process. Typical skills the job seeker might require assistance in using email, learning interviewing strategies and basic computer skills, and phone etiquette. The working relationship is characterized by respect, high expectations and mutual accountability.
- **Help finding a job.** Research, identify and build relationships with potential employers. Advocate for job seekers as needed.
- **Provide a long-term relationship.** The path toward living-wage work and financial sufficiency can be long and uneven. Even after finding work, most job seekers will require ongoing coaching and support to stay focused on their longer term goals.

Position: **Data Collector**

Time Commitment: Flexible. Once trained and independent in this role, project can be done from volunteer's home.

Using a questionnaire provided by Daily Work, call all Daily Work job seekers in 2012 to determine their current employment status, how Daily Work was a resource to them, and if they require further assistance. This position requires a high degree of comfort in working on the telephone, understanding and talking to people with significant accents and an ability to use open-ended questions to gather data.

Position: **Volunteer Postings Coordinator**

Time Commitment: Initially, up to 10 hours to identify and catalog targeted sites. After initial sites are identified and posted to, approximately 2-4 hours per month. Project can be done from volunteer's home.

A volunteer is needed to identify and post volunteer job opportunities with supportive churches and on local websites such as: MN Council of Nonprofits, websites or departments of area colleges, and websites directed at volunteers. The volunteer will also update and re-submit postings as needed to ensure that Daily Work can maintain a steady volunteer base. This position requires someone what has strong computer and Internet search skills.

Position: **Volunteer Bookkeeper**

Time Commitment: 4-8 hours month at Daily Work's St. Paul office

Volunteer is needed to come to Daily Work's main office location two times per month to perform all bookkeeping functions including cutting checks, sending invoices, making deposits, reconciling bank accounts, and ensuring the QuickBooks database is up-to-date. The position requires a candidate who is experienced using QuickBooks.

Position: **Fundraising Committee members**

Time Commitment: 2-4 hours month (one 1.5 hour meeting plus special projects as decided at mtgs.)

The fundraising committee is responsible for ensuring the successful implementation of Daily Work's annual fundraising plan including researching and identifying potential donors or funders, connecting with donors and funders as needed, and hosting a table at Daily Work's annual fundraising event to be held in April. Ideal candidates will be people who are passionate about Daily Work's mission, enjoy fundraising and who are good at and enjoy networking.

Position: **Table Host Captain**

Time Commitment: 4-8 hours/month

The table host captain recruits, motivates, and inspires table captains to host and fill their table for Daily Work's annual fundraising luncheon on April 18, 2013. Ideal candidates will be people who are passionate about Daily Work's mission and who enjoy inspiring others to take action.

Position: Daily Work Board of Directors

Time Commitment: 5-10 hours/month

The Daily Work Board of Directors is responsible for the governance, financial well-being, and successful implementation of Daily Work's mission. Ideal candidates will be people who are passionate about Daily Work's mission, have some experience on a nonprofit board or committee, and who have backgrounds in fundraising, communications or accounting. People with strong connections to foundations and/or corporations that are known for their community involvement are especially needed.

Specifically, board members are expected to:

- Regularly attend board meetings and important related meetings
- Actively participate in fund raising for the organization including hosting a table of 10 at the Steps to Success Luncheon and making a personally significant financial contribution to the organization
- Actively participate in committee work
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about Board matters and come prepared for meetings
- Get to know other Board members, build collegial working relationships, and seek out and refer new partnerships, volunteers and donors to Daily Work
- Actively support all decisions made by the Board of Directors
- Actively participate in the Board's annual evaluation of its planning efforts
- Annually self-reflect on how you personally contributed to the board's performance