



Career Specialist

Volunteer Position Description

Position & Responsibilities

Role Summary

Support shelter and youth housing residents at Tubman East in Maplewood as they prepare to enter the workforce, increase their earnings, join a training program, find an internship, or return to school. Complete intakes and follow-up meetings with residents to identify goals such as writing resumes, researching and applying for jobs, and exploring training opportunities or college programs.

Impact & Benefits

- Build relationships with clients, providing life-changing career development resources and helping them to identify and achieve their career goals
- Gain direct service experience in a non-profit social service agency

Position Responsibilities

- Listen to, support and assist residents with completion of career goals, connecting to appropriate resources and following up to support progress
- Knowledge, awareness, and understanding of barriers and issues affecting the lives of the people we serve
- Communicate and collaborate within your team to provide coordinated services
- Complete paperwork with residents, documenting and tracking progress as required

Qualifications & Expectations

Position Qualifications

- Excellent communication and organizational skills
- Ability to teach and practice resume writing and professional interviewing, familiarity with job-searching websites, and online job applications
- Ability and desire to work with clients in a strength-based, trauma-informed, and person-centered approach
- Ongoing commitment to deepen awareness of issues affecting the lives of our clients that may be impacting their pursuit or attainment of goals
- Independent and motivated to recruit and follow-up with clients as needed for success
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- Commit to 2-4 hours per week for a minimum of six months

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- The Career Specialist is supervised by the Jobs, Education, and Finance Coordinator

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.