



TANF Clients Volunteer Opportunity Work Based Learning / Workforce Support

Position: Workforce Activity Support

Department: Workforce

Location: Southeast Community Center: 3062 E. 91st Street, Chicago, IL 60617

General Description: TANF Volunteer Team members support the Southeast Workforce Staff at hiring events, job fairs, and external community events. TANF Volunteer's support workforce staff with administrative tasks

Time Commitment: 2 – 4 hours per available day or during an event

Hours of operation: Monday through Friday 9:00 am to 4:00 pm, Occasional weekend day.

Note: Volunteers are asked to follow all MFS Agency policies, procedures, and guidelines.

DUTIES/RESPONSIBILITIES:

- Assist and work Collaboratively with Workforce Team Members.
- Assist and help team members during hiring events and job fairs.
- Provide a compassionate and engaging environment for job seekers.
- Assist job seekers with exploring career opportunities and applying to open jobs.
- Conduct research on community resources that are available to clients.
- Conduct research on various companies for open positions and application processes (Can be completed in a hybrid environment, in person at the office or remotely)

- Aid with administrative tasks such as making copies, developing enrollment packets, organizing the workforce closet, and maintaining the bulletin boards in the workforce resource room.

QUALIFICATIONS:

- Must be at least 18 years of age
- Able to work as part of a volunteer team
- Flexibility and ability to adapt to a fast-paced environment
- Positive attitude
- Able to keep to a consistent schedule
- Basic computer skills are not required but are helpful.

[Click for MFS General Volunteer Application](#)



Workforce Support Volunteer Opportunity

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Department: Workforce

Location: Southeast Community Center: 3062 E. 91st Street, Chicago, IL 60617

General Description: Volunteer Team members support the Southeast Workforce Staff at hiring events, job fairs, and external community events. Volunteer Team Members support job seekers with applying for various jobs/employment opportunities, reviewing, developing and updating resumes, internet search for jobs in various industries.

Time Commitment: 2 – 4 hours per available day or during an event

Hours of operation: Monday through Friday 9:00 am to 4:00 pm, Occasional weekend day.

Note: Volunteers are asked to follow all MFS Agency policies, procedures and guidelines.

DUTIES/RESPONSIBILITIES:

- Assist and work Collaboratively with Workforce Team Members.
- Assist and help team members during hiring events and job fairs.
- Provide a compassionate and engaging environment for job seekers.
- Assist job seekers with exploring Careers opportunities and applying to open jobs.
- Ensure job seekers sign in when receiving services.
- Conduct Research on community resources available for clients.
- Conduct Research on various Companies for open positions and application process (Can

be completed in a hybrid environment either in person at the office or remotely.

- Provide feedback to Workforce team members and Supervisor on participant and activity progress

QUALIFICATIONS:

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OR SCAN: