

Volunteer Position Description

Resume Helper

Position Overview and Impact:

Help patrons create effective resumes using library databases.

Key Responsibilities:

1. Provide individual resume help to library users during scheduled two hour shifts.

Qualifications:

- Experience creating resumes
- Knowledge of WCLS databases
- Good oral and written communication skills
- Patience
- Enjoy working with others

Training and Support Provided:

- Orientation to library and its policies
- Materials to assist with resume creation
- Access to staff (contact person) as needed for problem-solving

Benefits of Volunteering:

- Opportunity to gain skills in teaching and in computer technology
- Chance to meet new people and help others

Time Commitment:

Minimum of one scheduled 2-hour shift per week

Length of Commitment:

Minimum 6 months commitment

Contact Person:

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