**Position Title:**  Job Coach

**Organization:** Sacramento Public Library, 828 I Street, Sacramento, CA 95814

**Interest Area:** Education, Mentoring, Technology Training

**Position Overview and Impact:** The volunteer job coach willhelp individuals looking for jobs use technology and resources available through the library to facilitate their job search

**Key Responsibilities:**

* **Help Job Seekers:**

1. Learn how to use laptop hardware (plugging into power source, cables, using the navigation pad, mouse, etc.)
2. Navigate Wifi.
3. With software: Finding resume templates on Word and online sources; direct job seekers to tutorials if available.
4. With online resources: library web page, JobNow, filling out online applications, creating e-mail address, etc.

* **Additional duties:**

1. Help job seekers with checkout and check-in of laptop equipment
2. Monitor to ensure laptops are being used for job-searching purposes only
3. Report usage statistics to librarian

**Skills:**

* Ability to work patiently with people from diverse backgrounds
* Ability to mentor patrons to be self-sufficient and resourceful when seeking a job
* Proficiency at multitasking
* Excellent customer service skills

**Training and Support:**

* Orientation to Library Services and training for Library databases
* Support available through Library Staff to answer questions and refer to resources

**Benefits of Volunteering:**

Leadership role in mentoring individuals searching for a job:

* Develop communication skills
* Increase resourcefulness
* Increase knowledge of library resources

**Time Commitment:** 2 hours per week for 3-6 months

**Responsible To:** Branch Supervisor/Volunteer Coordinator

**Contact Person:** Cathy Crosthwaite (916) 264-5034, ccrosthwaite@saclibrary.org