



ICS Volunteer Job Description: Life Advancement Navigator

Volunteers should embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation

Program Description: Workforce Development, Life Advancement Dpt.

The Workforce Development program, as part of our Life Advancement Department, offers support to ICS clients on their path to self-sufficiency through teaching self-efficacy, job-readiness, resource navigation and developing the skills and confidence needed to secure a job and stay employed.

Job Description: *Use your life experience to mentor and encourage others!*

A Life Advancement Navigator identifies a program participant's needs to obtain employment by developing a relationship with the client. The Life Advancement Navigator will assist with many aspects of job placement including job search, resume and cover letter writing, and computer skills related to the job application process, interview skills, and employment readiness. **Volunteer training provided.**

Reports to: Workforce Development staff

Job Details:

- Work with assigned clients to craft their resume or cover letters
- Practice mock interviews based on industry standards
- Assist clients with specific job search and provide career search advice
- Follow up with clients to check on work status
- Attend additional trainings to remain updated on best practices and procedures
- Communicate with Workforce Development staff to provide additional services for clients and inform them of other ICS services

Volunteer Qualifications:

- Completion of ICS Volunteer Registration, *required*
- Strong computer skills, experience with Microsoft Office programs, *required*
- Willing to learn navigation of online job search platforms, *required*
- Willingness to learn new computer programs, *required*
- Ability to be flexible and follow established procedures, *required*
- Ability to work with clients from a variety of backgrounds and educational levels, including clients with criminal records, *required*
- Practice patience and confidentiality when working with clients, *required*
- Bilingual, Spanish and English, *encouraged*

Location: ICS Northwest Office, 2820 W. Ina Rd. Tucson, AZ 85741 or the ICS Central office 122 N. Craycoft Rd. Tucson, AZ 85711

Time Commitment: One-two days a week, Monday-Friday for 3-4 hours per shift