



POSITION: Job Seekers Resource Aide

Purpose of Position:	Assist unemployed workers with job research activities. Administer Library internet access and use policy.
Background Requirement:	<ul style="list-style-type: none"> Human Resources generalist or other coaching/teaching experience preferred. BA degree or equivalent.
Qualifications:	<ul style="list-style-type: none"> Background Requirement: Human Resources generalist or other coaching/teaching experience preferred. BA degree or equivalent. Familiar with using the Web to look for and apply to jobs Ability to handle confidential information with great sensitivity Knowledge of basic PC and Internet skills Familiarity with Microsoft Windows, Word or similar word processing software and Internet Explorer Bilingual skills a plus
Responsibilities:	<ul style="list-style-type: none"> Attend orientation & training sessions and on-the-job training. Monitor sign-in/out procedures Assist with job seeking activities including: <ul style="list-style-type: none"> writing and proofreading resumes creating resumes & cover letters in MS Word searching for jobs online sending email attachments filling out the EDD unemployment online form filling out job applications online Monitor sign-in/out procedures
Training:	<ul style="list-style-type: none"> Orientation to the Main Library and One Training Session Training Session will include Library computer procedures, best job resources and Job Seekers Center guidelines
Time Commitment:	<ul style="list-style-type: none"> 1-2 shifts per week 2-hour weekly OPEN shifts: Mondays 12:00pm – 2:00pm or Fridays 11:00am – 1:00pm
Length of Commitment:	Minimum of 6+ months requested
Site/Station:	San Mateo Public Library/Job Seekers Center- 2nd Floor
Reports to:	Library Volunteer Coordinator or Information Desk Librarian on assigned floor during shift
Apply Online:	If you are interested in this volunteer assignment, apply online now!

Donna Divodi, Citywide Volunteer Coordinator

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