



**Community Lodgings
Volunteer Position Description
Vocational Mentor for Homeless Families**

Purpose: Through our Transitional Housing Program, Community Lodgings works intensively with homeless families to help them reach self-sufficiency. As part of the road to independence, we require adults in our Transitional Housing Program to attain or maintain full-time employment.

Vocational Mentors will help formerly homeless adults to:

- Improve computer skills
- Establish successful job search strategies
- Research opportunities for basic job skills training
- Improve knowledge of job interview techniques
- Create an efficient weekly schedule
- Write resumes and cover letters

Location: Vocational Mentor will meet with program participants in our Learning Center, which is located at 607 Notabene Dr. in Alexandria's Arlandria neighborhood.

Reports to: Employment Counselor

Length of Appointment: Vocational Mentor meets with adult at least once/month for a minimum of six months.

Time Commitment: 4 hours/month

Qualifications: College degree required; background in Human Resources preferred

Support: Vocational Mentor meets with Employment Counselor to discuss responsibilities of position and completes the requisite paperwork before being assigned to a family. Vocational Mentor is trained by the Employment Counselor for one session to learn what is expected from him/her in this role.

Age Requirement: 22 and up

Dress Code: Casual