



**Capital Regional Workforce Partnership  
Operations Division  
Workforce Center Assistant**

**Position Description:**

Capital Regional Workforce Partnership has a need for volunteers to assist clients with workforce needs at their Resource Centers. The volunteer(s) will be responsible for the following duties:

- Provide assistance to clients using the workforce center and computer software.
- Assist clients with preparation of resume, center orientation, and job search.
- Assist with signing clients in and answering phones.

**Skills Required:** Skilled use of computers. Ability to work independently. Knowledge of resume-writing and job search.

**Volunteers Needed:** Up to 5.

**Hours Needed:** Between 9:00a.m. and 3:00p.m, Monday-Thursday preferred.

**How to Apply:** Visit the [Volunteer Program](#) site to apply now!