

Pathways to Employment Volunteer



The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community.

The Program

Our Pathway to Employment program provides individualized employment preparation and skills training and job placement services to males and females aged 18+ who are experiencing difficulties securing employment; some difficulties being a result of their involvement in the criminal justice system. The program is also designed to support Calgary and area employers by providing them access to an untapped labour pool of qualified and motivated individuals who are ready to work.

Poverty is both a cause and consequence of crime. Meaningful employment is one of the most successful ways for an individual to move out of poverty and avoid becoming involved in criminal activity. When individuals are given an opportunity to gain meaningful and sustainable employment, it contributes to the overall health and safety of our community.

The Position

The Pathway to Employment Program is looking for a caring and committed volunteer to offer guidance, information, and support to individuals who are looking for employment. The volunteer, in conjunction with program staff, will assist individuals in creating resumes, job searching, as well as increasing their digital literacy skills. The position may also require assisting the Employment Facilitator in facilitating employment readiness group sessions. These sessions will be planned between the volunteer and program staff in advance.

Responsibilities

- Facilitate and assist group and individual learning sessions
- Promote a safe and respectful environment for individuals to thrive
- Support clients in writing resumes, cover letters and enhancing their digital literacy & job search skills
- Participate and assist in facilitating planned program sessions, with a focus on gaining employment readiness skills for the workplace
- To assist the program participants in the development of intangible skills such as problem solving and assertiveness as well as nurturing in the development of self-esteem and self-confidence.

Pathways to Employment Volunteer



Time Commitment

- 2-4 hours each week (plus employment readiness sessions as applicable)
- A one year plus commitment to the program

Training

- Orientation and initial training is offered in addition to access to ongoing training sessions and events with the purpose of allowing the volunteers the opportunity to delve deeper into some of the issues impacting on the people serve.