



AmeriCorps Position Openings!

The Western Virginia Workforce Development Board is looking for five part-time members to serve in Roanoke (3), Rocky Mount (1) and Covington (1) areas.

Your World. Your Chance to Make It Better.

AmeriCorps is an opportunity to make a big difference in your life and in the lives of those around you. It's a chance to apply your skills and ideals toward helping others and meeting critical needs in the community.

Eligibility:

AmeriCorps members must be U.S. citizens, nationals, or lawful permanent resident aliens age 17 and older. Members must have a high school diploma, GED, or plan to earn such during the service year. Criminal background check and proof of citizenship are required for all members.

Benefits:

Members will be awarded a stipend equivalent to about **\$9/hour** and will serve between 17-20 hours per week for one year. At the end of successful completion members will be awarded an educational voucher for approximately **\$2,675**. This award can be used to pay off qualified student loans or to finance college, graduate school, or vocational training at eligible institutions. In addition to these benefits, AmeriCorps members learn new skills, acquire qualities of leadership, and gain a sense of satisfaction from taking on responsibilities that directly affect peoples' lives.

Position Description:

Members will serve the community at area Workforce Centers, community colleges, homeless shelters and other organizations to perform the following:

- Staff-Assisted Core Services at the Workforce
- Job Readiness classes and Orientation sessions
- Greet individuals entering the center and explain the variety of services available
- Assist with basic computer skills in the resource room
- Special projects including developing SHARE sites, volunteer recruitment and youth outreach

Required Knowledge & Skills

- Proficient knowledge of personal computers, Microsoft Word, Excel and PowerPoint,
- Ability to create basic outreach materials, make presentations and work one-on-one
- Enjoy working with people from various backgrounds and ages
- Excellent customer service skills, written and oral communication
- Interest in workforce/community development and desire to work with hard-to-serve clients

Preferred candidates: Community College students, former foster children and individuals with disability are encouraged to apply.

Deadline for applications is **Friday, Sept. 3.**

To Apply: Email, mail or fax a resume and cover letter to

Angie Williamson

Western Virginia Workforce Development Board

108 N. Jefferson Street, Suite 809

Roanoke, VA 24016.

angie.williamson@education.edu

540-767-6149 ; 540-767-6084 fax