



Volunteer Opportunities

Career Mentor

Volunteer career mentors support a woman individually as she prepares her resume and begins her school or job search. The student-mentor relationship is meant to model a professional relationship. Mentors are required to meet at least four times with their student during our 9-week program. During these meetings, mentors assist the women with their graduation requirements.

Mentors are the representatives of our community that make sure a woman knows that she is worth somebody's time and effort – that she matters to this community. As a professional woman, the mentor helps a student hone her resume and interviewing skills. As a fellow woman, the mentor bolsters a student's confidence and courage as she bravely ventures into the scary world of job applications, interviews, and initial rejection. As a working woman, the mentor is a bridge that links a homeless woman back into the workforce. As a fellow citizen, the mentor offers a helping hand so a woman can now fish for herself.

New mentors go through a new mentor orientation before beginning the mentoring relationship. Orientations last approximately 90 minutes and occur before each session begins and take place at the Women's Empowerment office.

Resume Writing Workshop

Resume writing is a vital component to any job search. All women in our program must turn in a completed resume in order to graduate from Women's Empowerment. For many of them, this is the first time they've worked on a resume in many, many years. Some may be just starting their resume, and others will just need help touching it up. We provide templates and tips for helping to write resumes. You don't need to be a resume professional to assist with this opportunity.

Workshops take place on a weekday from 9:00 am to noon. We have four Resume Workshops a year with varying dates. The workshops take place at the Women's Empowerment office.

Cover Letter Writing Workshop

Volunteers will help women in the job readiness program draft a cover letter for a job they want to apply for. Ideally, the cover letters will include 3-5 paragraphs where the women connect their skills and experience with the job opening, marketing themselves as the best candidate for the job. The class will start with a cover letter 'worksheet' where the women will write out the cover letter by hand and then take this worksheet into the computer lab to draft a copy in Microsoft Word--volunteers will help the women in both of these stages. The goal of the workshop is that each woman has a final (or close to final) cover letter they can use in their job application process.

Workshops take place on a weekday from 9:00 am to noon. We have four Cover Letter Writing Workshops a year with varying dates. The workshops take place at the Women's Empowerment office.

Mock Interviewer

Every session we conclude our job-seeking-skills curriculum with mock interviews. We bring in volunteers and HR professionals to “interview” the women so they can put what they’ve learned to work. The women get all dressed up and bring copies of their new resumes, ready to impress. It’s quite a sight to see! Volunteers will “mock” interview the students and will evaluate their interviewing skills.

Mock interviews take place on a weekday from 8:45 am to 12:15 pm. We have four Mock Interview days a year with varying dates. They take place at the Women’s Empowerment offices.

Classroom Volunteer Aid

We are looking for individuals who are willing to assist Women’s Empowerment students in our computer lab and classroom with various Job Seeking Skills classes. Volunteers will provide basic assistance to students and guide them through forms and computer work. These opportunities take place during the weekdays during morning hours.

Childcare

We are in need of volunteers who love to hold infants, sit on the floor and play with the toddlers, and believe that all children, especially children experiencing homelessness, have a right to a high quality, loving and nurturing care. Volunteers must go through a fingerprinting background check.

Monday thru Friday

8:30 to 3:30 pm

Women's Empowerment's philosophy of child care is a responsive approach. We respond to children's social, emotional, cognitive and physical needs to establish a foundation of trust and attachment between our teachers (or volunteers) and the children we serve. Our program is "Child-Directed" which means the classroom is child-centered and allows the children to experience and play in learning centers throughout the space, based on their interests. We practice high quality care, and are continuously evaluated and rated using an ITERS (Infant Toddler Environmental Rating Scale) to ensure our classroom is best designed for children's' needs and also advances all areas of their individual development. Our classroom is Waldorf-inspired, which provides calmness, natural materials, songs and puppetry and safe therapeutic space in which children can play and grow socially, emotionally, cognitively and physically. We observe, watch and adapt to our children's needs and always try to "think like a child"; this is another reason our center is entirely "Child Directed".

Volunteer Receptionist

Our receptionist desk is a busy place with a lot of visitors and called and we need volunteers to help. Volunteers will assist by greeting guests, answering phones and transferring calls, providing community resources to women and families who need them, and various tasks as needed. Must have great customer service skills, flexibility, a friendly attitude, and an overall wiliness to help. Training provided.

Monday thru Friday

Two shift options:

8:30 am to 12:00 noon

12:00 noon to 3:30 pm

Clothing Closet

Women’s Empowerment receives tremendous support from the community through donations for clothing, accessories, and toiletries. These supplies help keep our operating costs low, and provide women with essential items they need. We need volunteers to help sort and hang donated items, assist Women’s Empowerment students and graduates while they shop for items they need, and accept incoming donations and provide receipts to donors.

The Clothing Closet is located at the Women's Empowerment Office. This is a great opportunity to bring a friend to volunteer with you! On-call and fill in volunteers are also needed if you cannot make a regular commitment.

Monday thru Thursday

11:00 to 3:00 pm

Thrift Store Driver

Each class we take the women to Fabulous Finds on Fulton, an Assistance League thrift store, where they are greeted by personal shoppers, who help the women select outfits for work. This wonderful program is called Clothes for Careers, and they have been partnering with Women's Empowerment for many years. We need volunteers to drive the women and bring them back to Women's Empowerment once they are finished. You will leave Women's Empowerment promptly at 1:00 pm and will be back usually by 2:45 pm. Drivers typically drive three women and must have a valid driver's license and current insurance.

Teacher/Facilitator/Workshop Instructor

We are looking for enthusiastic volunteers to help us out in the classroom! Volunteers can assist in instructing students on a variety of topics including:

- Job- Seeking Skills
- Empowerment
- Conflict Management
- Customer Service
- Microsoft Applications

If you feel qualified and willing to assist with teaching any of these subjects or another subject not mentioned that would be helpful for our students, please request a Class Proposal form.

WELL (Women's Empowerment Lending Library) Volunteer

The WELL was envisioned by Erie Shockey, our founding social worker who passed away. It was her dream to establish a library for the women and children of WE. Now - with much community support - that dream has become a reality!

We need volunteers to help run the library on the days it is open. Tasks include checking out books, making copies, returning books, and promoting the library as a resource. Training will be provided.

Tuesdays & Thursdays

12:30 to 2:30 pm

Volunteers are invited to utilize the WELL, so come and check out a book or two! We'll even provide you with your own library card!

Please note: Due to space limitations we are not accepting donations of books for the library; the biggest need of the library currently is volunteers.

Ambassador

Are you passionate about helping homeless women and children but don't have the time to volunteer during traditional hours? The Ambassador Group is for you! This group of supporters meets just three to four times a year, and their goal is to raise awareness of Women's Empowerment throughout the community. They bring their friends to the Gala and graduation ceremonies; they attend events on behalf of staff when we can't make it; they plan small events or host small fundraisers; they're active on social media and spread the word when we have urgent needs--and more!

The Ambassador Group is for people who would like to easily help Women's Empowerment within their already busy family and professional life. Meetings are very limited and the tasks are meant to be woven seamlessly into their life.

Special Events/3rd Party Events

We hold a variety of special events throughout the year. These include fundraisers, picnics, graduations, our Holiday Craft Party, appreciation dinners, and our annual Gala. Volunteers are needed to help serve on planning committees, assist with set up and clean-up of events, host events, and much more. Dates and time vary depending on the event.

To become a Women's Empowerment Volunteer and help with any of the above listed opportunities please contact our volunteer coordinators, their information is below.

Contacts:

Zoe Fishman
Community Partnerships Coordinator
zoe@womens-empowerment.org
(916) 669-2307 x104