

UUCA: You can now volunteer to help **The Light House Homeless Prevention Support Center**, VIRTUALLY!

Over the past few months, the Workforce Development Team at Light house has been working hard on ways to provide valuable services to both their clients and residents. I am thrilled to share the updated VIRTUAL volunteer opportunities they have created and kindly ask that take a few minutes to read through all the opportunities outlined below. All of these opportunities are **VIRTUAL** and volunteers are **required** to complete the [Volunteer Questionnaire](#) (please click to complete). Once the questionnaire is completed, a member of the Workforce Team will connect with the volunteer to discuss additional information and logistics on the program you are interested in, followed by a Zoom tutorial and scheduling the volunteer. Please note, these opportunities will **not** be posted in Volgistics at this time and all scheduling will be done by the Volunteer Office and Workforce Development Team.

One of the ways we can show support for our clients and residents is to create a learning environment that provides stability, dependability and security. Our goal is to offer the classes as recurring programs to our residents and clients, for now virtually followed by a transition to in-person learning when it is appropriate to do so. These classes are 3 weeks long, with a 2 week break and then the cycle begins again. Volunteer opportunities are broken down by subject matter with a typical weekly commitment of 2-3 hours. Please consider your availability while reading through these opportunities and while an annual commitment is not required, it is our hope to create a Workforce Development Volunteer Network that will be able to assist with these classes throughout the year.

If you have any questions, please reach out to:

Sarah E. Ryan
Volunteer Programs Administrator
volunteers@annapolislighthouse.org

See below for descriptions regarding "Employment Preparation Program Classes" and "Community Needs Classes"

Employment Preparation Program Classes

Class time: 4-6pm Tue-Fri Start Date: September 8th

Three week recurring sessions

- Resume Building- (Virtual) 3 days, **3 Volunteers Needed**

This workshop is designed to assist community members and residents to write concise resumes which will help them get noticed by employers in the Annapolis area. Curriculum will be taught by a soft skills instructor and volunteers will assist students individually in the virtual chat.

- Cover Letter Building- (Virtual) 2 days, **3 Volunteers Needed**

Cover Letter Building will require 2-3 volunteers total to assist students one on one. Curriculum and materials will be provided that will allow students structure for their cover letters while still allowing personalization for each individual student. Curriculum will be taught by a soft skills instructor and volunteers will assist students individually in the virtual chat.

- Interview Workshop (Virtual) 3 days, **6 Volunteers Needed**

This workshop is designed to give community members and residents the opportunity to experience the motions of a virtual interview. The Workforce Development team will guide the main classroom and then volunteers will enter into breakout sessions with students in order to conduct interviews. Workforce Development will provide the questions for each volunteer to use.

- Job Application Workshop- (Virtual) 3 days, **6 Volunteers Needed**

This workshop will require six volunteers to assist students with filling out applications for employment. The process of filling out applications with students will require a volunteer to assist in editing their cover letters as well. The Workforce Development team will guide the main classroom and then volunteers will enter into breakout sessions with students in order to assist in job search and follow up with completing job applications to the chosen vocations.

Community Needs Classes

Class time: As Needed

- GED Tutoring (Virtual) 1 hour sessions, **2-5 Volunteers Needed**

This workshop will consist of GED tutoring for all subjects. The volunteer will assist our current residents and BEST students with preparing for their high school equivalency exam. The volunteer will then assist them with any questions while they take their placement tests in language arts, math, reading, and science. Key skills include patience, communication skills, and instructional skills. The volunteer instructor will be working with both groups of students and one on ones.

- Interview attire and prep- (Carol's Closet) 1 day, **2 Volunteers Needed**

Interview attire and prep day will require 2 volunteers to assist in the selection and records of clothing inventory taken by each individual student in Carol's Closet. Volunteers will spend one day with students assisting in finding appropriate interview clothing. All volunteers will need to fill out a **google form** and attend one zoom training session with the workforce development team before starting.