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Volunteers needed for Arapahoe/Douglas Works! Workforce Center

LITTLETON, CO --- Volunteer Connections, Arapahoe County's volunteer program, is seeking volunteer workshop facilitators for *Arapahoe/Douglas Works!*, a full service workforce center for job seekers.

Volunteer workshop facilitators perform a variety of assessment, vocational counseling and workforce development duties associated with the employability development of A/D Works! clients. Volunteers facilitate workshops on orientation, assessment, job search, motivation, and other employment- related topics.

In addition to workshop facilitation, volunteers provide instruction in resume critiquing, interviewing and filling out job applications. They provide guidance to clients regarding labor market, work history, education, interests, abilities and other relevant variables affecting employability.

Volunteer workshop facilitators must have a working knowledge of human resources including assessment tools and procedures and test interpretation relating to basic academic, employability and vocational skills.

This opportunity is located at the A/D Works! Workforce Center, 14980 E. Alameda Drive in Aurora and 1610 West Littleton Blvd. in Littleton. The Workforce Center helps job seekers with a variety of services, including skills development and training, employment search, job interview, application techniques and identification of community resources available to the individual in need.

If you are interested in serving your community this is a rewarding volunteer opportunity. For more information or to have an application packet mailed, call Val Purser at 303-738-7938 or visit www.co.arapahoe.co.us.
