

LifeWorks Volunteer Structure



Updated 1/5/2016

CHURCH COUNCIL

Church Councils operate and serve in one of four geographic corridors in Orange County. The churches within a corridor work together to facilitate effective delivery of JP's LifeWorks Training and leverage the church resources in service to their community. Churches provide a spiritual covering for the LifeWorks classes and commit to shared ownership, resourcing, sustainability and connection for the students. An appointed liaison will foster communication within the church corridor and Jobs Partnership staff to coordinate recruitment and planning for the LifeWorks classes for each JP school year. Each Church Council meets 2-3 times each year to address program funding, volunteer mobilization and student recruitment. Council members also coordinate their involvement at JP's Community Resource Fair; take initiative on outreach to students; and participate in the graduation ceremony. The council member from each church is designated by their church leadership.

To sign up for one of these volunteer opportunities, please go to www.jobspartnershipfl.org/volunteer-sign-up/

ROLE	DUTIES	QUALIFICATIONS
Leadership Team Roles		
Team Leader	Handles overall management of the class. Meets with volunteers prior to class start time for prayer, information sharing, and questions; welcomes and introduces guest speaker	Previous JP experience; some work/professional experience; public speaker (potential instructor); spiritually grounded and discerning
Assistant Team Leader	Supports Team Leader; oversees administrative aspects of class; coordinates class logistics; PowerPoint/laptop setup; ensures that student information is communicated to Jobs Partnership	Detailed-oriented leader; proven communicator; problem solver who takes initiative; tech savvy
Head Coach	Gives oversight and encouragement to 12 coaches; oversees benevolence type of issues; class liaison on community resource services; prayer facilitator	Shepherd-like leader; strong interpersonal skills; discerning; team player
Class Roles		
Coaches	Guide 2-3 adult students through 12-week training providing guidance, support, encouragement and accountability. Coach will facilitate small group discussion for student self-evaluation and application of knowledge learned from both components of the training; soft-skills (biblical principles for work) and career planning skills (assessments, career plan, and resume)	Passion for career/personal development; spiritually grounded; strong interpersonal skills; leading group discussions; discipleship experience a plus; continuous employment for 5 or more years; managed household with transition of adult children into employment or college.
Welcome Team	Welcome students and volunteers; take attendance, keep records, distribute materials; coordinate refreshments	Self-directed; detail-oriented; recordkeeping
Signature Events and Special Projects Roles		
Greeter Team	Assist with Community Resource & Career Fair and Graduation	
Dress for Success	Provide personal shopping experience to JP female students through Dress for Success during weeks 6-9 of LifeWorks class	
Suited for Success	First United Methodist Church of WP and First Class Cleaners; during weeks 6-9 of LifeWorks class.	Provide personal shopping experience to JP male students through collaboration with Transitions Resale Boutique

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Time Commitment for Leadership Team and Coaches

LEADERSHIP TEAM		TIMEFRAME	DESCRIPTION
One night per week for 12-weeks Tuesday (North, South and East locations) Thursday (West location)		3.5 hours	<ul style="list-style-type: none"> LifeWorks class is 3 hours. Leadership team shows up 30 min. prior to class to pray; ask any questions that they may have; greet students when they arrive. Light dinner will be served at 6:00. Actual coach time working in groups is approx. 60 min.
All day training		6.5 hours	<p>Hands on training for leadership team and coaches to gain working knowledge for key assessments, overview of leadership guide and preparation guided to equip the teams to meet the student objectives.</p> <p>Training model will be:</p> <ul style="list-style-type: none"> Spiritual motivation for what we do Tools for leading LifeWorks Training classes Poverty simulation to understand and connect with the students that we serve.
At home prep		30 min.	<p>Leadership Preparation Guide equips the leadership team and coaches with an overview of the class prior to session. It covers:</p> <ul style="list-style-type: none"> Session focus Key Points and session outline Session Prep & Materials Prayer Review Foundation, Moving Forward, The Way Up outcomes Activities Career Plan checkpoint Signature Event Information (when applicable)
3 Signature Events <i>*special mid-session training for leadership team and coaches</i>		2 hours each	<ul style="list-style-type: none"> Community Resource Fair * Career Fair Graduation
Spring 2016 - Tuesday Locations			Spring 2016 - Thursday Location
Killarney Elementary School 3401 Wellington Boulevard Winter Park, FL 32789	Orange Center Elementary School 621 S. Texas Avenue Orlando, FL 32805	Valencia College School of Public Safety 8600 Valencia College Ln Orlando, FL 32825	Hiawassee Elementary School 6800 Hennepin Blvd Orlando, FL 32818