



CAREER PROGRAM VOLUNTEER

We're looking for career counseling or human resources professionals to join our volunteer team! Compass Center is an established non-profit located in Chapel Hill, NC serving more than 5,000 people in the Triangle annually in our various programs.

Career Counselor

Responsibilities: Work one-on-one with clients with varying needs for career guidance and support. Topics include: career/vocational exploration, resume writing, cover letters, job search strategies, interviewing, and goal-setting. Volunteers also have the opportunity to provide workshops on any career-related topic, if interested (e.g., Networking & Informational Interviewing, Job Search Strategies for Women over 50).

Commitment: One year commitment minimum of three appointments a week (60 to 90 minutes each).

Skills Required:

- Experience in career counseling/advising, job placement, resume building, interviewing, career exploration, and/or human resources.
- Strong communication skills, including excellent verbal and listening skills, and an ability to engage clients in conversation and communicate ideas and strategies effectively.
- Ability to gather information from clients, assesses client needs, and address concerns appropriately.
- Ability to work with diverse clients with varying career goals and educational/employment experience.
- Professional presentation of self, dependability, and punctuality.
- Effective public speaking/group facilitation skills (for those interested in providing workshops).
- Ability to work independently with minimal supervision.

Ideal volunteers will have some experience in career exploration and be willing to assist clients with a variety of life experiences.

If you are interested or have questions, please contact Ashley Parks at clientservices@compassctr.org