

# helping-Brands



## Job Description: Volunteer Facilitator - Neighbors-helping-Neighbors USA, Inc.

### POSITION SUMMARY

Neighbors-helping-Neighbors (NhN) is a network of volunteer peer led job search networking and support groups that follow a community-based approach to help under-employed and unemployed residents get back to work. The **Facilitator** of a regular NhN meeting is responsible for the agenda, tone and flow of the activities involved during the gathering of attendees at whatever venue the meeting is conducted. The **Facilitator** should be familiar with the Mission of Neighbors-helping-Neighbors, the community where the meeting is conducted, maintain a positive attitude and ensure that all attendees are aware that respect for each other as well as the meeting space is required. The role of **Facilitator** is voluntary, no monetary compensation will be derived from participation. The **Facilitator** is responsible for being present at each regularly scheduled meeting or doing whatever is necessary to arrange for each member to take turns in leading the weekly meeting.

### ESSENTIAL FUNCTIONS

- Follow the established agenda for a regular NhN meeting as best as able, depending on the number of individuals in attendance.
- Open the meeting with a statement of purpose, mission and welcome to any new attendees. Explain how the meeting will be conducted, including describing the 'elevator pitch', a statement which briefly conveys an individual's occupational area and current career goal.
- Have regular members introduce themselves with their 'elevator pitch' and update the group on their current state or activities of previous week, and engage in group discussion about questions or requests they may have for specific support from the group. Have new members observe and then introduce themselves in a similar way later in the meeting.
- Be conscious of time flow, with the goal of having everyone share the speaking time equitably.
- Actively discourage any side conversation, disrespectful or contentious behavior. If someone comes to the meeting to solicit members in any way, politely tell them that they may not attend NhN meetings for that purpose.
- Inform group of any local career events and request similar announcements from attendees.
- Encourage regular members to take turns facilitating meeting and become Co-Facilitators.
- Take head count, ask new members to provide contact information and email to NhN leadership after the meeting. Collect emails on form for all new members who attend. Provide head count numbers to venue sponsor if required.
- Organize efforts to engage all the members in building new membership and connecting with community organizations who will offer networking opportunities and increase awareness of NhN in the community.

## **PREFERRED EXPERIENCE/REQUIREMENTS**

- Strong communication skills
- Leading a group and speaking in public
- Familiarity with process of seeking and obtaining employment
- Ability to commit to regular and reliable attendance
- Positive attitude and demeanor

### **Goals for our Volunteer Facilitator leaders**

#### **Membership Recruitment its everyone's job**

- Healthy attendance is good for all
- We ideally need 10-12 attendees at weekly meetings

#### **Member Motivation and Engagement**

- We all need to demonstrate Positive approach and Pay-it- forward!

#### **Community Engagement – Win-Win**

- Helps group while helping yourself with personal networking

#### **Delivering the Program each week**

- We need to consistently deliver high quality
- We are program focused on elite job search education - support model.

#### **Member Engagement and Active participation**

- Keeping the meetings positive and interesting
- Keep them coming back – more benefits for regular members