

## New Directions Career Center Volunteer Opportunities

*New Directions Career Center empowers women in transition to achieve and maintain self-sufficiency. The Center achieves its mission by providing holistic career counseling and career development services that help women obtain the skills, information and resources needed to confidently live their own personal definitions of success through meaningful employment. Since 1980, the Center has touched the lives of over 65,000 women in Central Ohio.*

### Program-Related Volunteer Opportunities

#### **Networking Receptions**

The morning of the reception, clients are introduced to the importance of networking. They learn how to develop, maintain, and continually expand their networking contacts. The majority of the morning is spent helping refine their understanding and actual use of networking skills in informational interviewing and group settings. During lunch, volunteers of NDCC are invited to attend a small reception with the women in class to provide an opportunity for them to practice their recently learned skills. Volunteers typically come prepared to network and bring business cards to give to the women in the class, if requested. **Networking Receptions occur approximately ten (10) times per year on various weekdays from noon-1:30pm.**

#### **Employer Panels: HR Professionals Only**

Representatives from businesses in Central Ohio are invited into NDCC's signature program for women to discuss their company, hiring practices, and give insider tips to the women in class. Panelists typically give a five to ten-minute introduction to their company, share what types of positions are typically available, discuss what is looked for in candidates, offer job search/application tips, and bring business cards to give out to the women in the class. **Employer panels occur approximately six (6) times per year on various weekdays from noon-1pm.**

#### **Meet the Recruiter: HR Professionals Only**

Once a month, a Central Ohio employer is featured on-site; giving program graduates an overview of their organization, information about available positions, insider tips for employment applications and more! It is similar to a group informational interview, providing employers an opportunity to appeal to and meet with a new pool of potential applicants. **Meet the Recruiter sessions are held one Wednesday each month from 3-4:30pm.**

#### **Informational Interviews**

Graduates of NDCC sometimes request informational interviews with various professionals to gather ongoing career information, network, and connect to employment leads. If a graduate is interested in transitioning into a new field, you could be an invaluable resource to their job search. Informational Interviews take place at various times and are arranged by request only.

#### **Computer Lab Attendant**

Serve as a monitor in the New Directions Computer Learning Center and provide computer/career development assistance as needed to lab patrons. Monitored lab sessions will take place at various times and are arranged by request only.

#### **Workshops**

Occasionally, NDCC holds workshops on various topics to encourage graduate's professional development and life-long learning. Workshops are held during business hours and evening/weekend support groups.

**If you would like to volunteer at New Directions, please contact:**

Olivia Delahunty, Program Coordinator at New Directions Career Center  
Phone: (614) 849-0028 ext. 104, Email: [odelahunty@newdirectionscc.org](mailto:odelahunty@newdirectionscc.org).

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### Agency Volunteer Opportunities

#### **New Directions Young Professionals (NDYP)**

New Directions Young Professionals (NDYP) was founded in 2012 with the purpose of engaging young professionals in the Columbus area to further the mission of New Directions Career Center and building a pipeline for future NDYP/NDCC leaders. NDYP volunteers at NDCC events and hosts their own events like Holiday Hearts, an annual gift-giving campaign during the holidays to purchase gifts for the children of single mothers in career transition.

#### **Women of Promise**

Assist with the planning and execution of NDCC's largest fundraiser, Women of Promise, which honors one of the graduates from our programs. Duties include but are not limited to assisting with silent and live auction, PR/Marketing, creation of baskets and set-up and tear down of the event. This committee meets from January – April, with **the event scheduled for April 12, 2018.**

#### **Driving for New Directions Golf Committee**

Committee members assist with the planning and running of the agency's annual golf classic, which occurs in August of each year. Duties include but are not limited to assisting with sponsorship, recruiting golfers for the event, stuffing of goodie bags, set up and tear down of the event. This committee meets between January – May of each year, with the majority of work completed between May and August. **This year's golf classic will be held on August 21, 2017.**

#### **Various Other Committees**

Committee members attend regular planning meetings – approximately monthly, though it varies by event and committee. Duties also vary by committee. Other committees not already listed include Program, Marketing, IT, Finance, Fund Development, Personnel, Executive, NDYP's Bingo Event, and Anne Bostwick Memorial Scholarship Committees.

#### **General Agency Needs**

NDCC occasionally relies on volunteers to assist with various agency needs. Duties may include set-up/tear-down assistance, food preparation, mailing assistance, data entry/filing, answering the door/phones, painting, cleaning, technology assistance, etc.

#### **Outreach/Community Engagement**

Community engagement duties may include presenting agency information to groups of community partners and/or potential clients; representing NDCC at job fairs, resource fairs or other events, and other tasks as needed.

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