



Sample Job Description: Jobs for Life Site Leader

Primary Responsibility

1. Develop, encourage, and lead a volunteer leadership team and a *Jobs for Life™* training culture that promotes and builds relationships and community among course participants that will inspire, guide and equip the unemployed and underemployed to find and keep meaningful jobs.
2. Serve as the key contact for *Jobs for Life™* national headquarters.
3. Attend all JfL training classes.
4. Direct all class logistics that will produce an effective class flow from start to finish.
5. Work directly with the *JfL* course instructor(s) and Discussion Leaders to ensure effective curriculum delivery and student involvement in every class.
6. Work with Student Relations to schedule student make-up classes / assignments and notify the student's Champions of the course make-up information

Reports to: Local sponsoring organization/church and *Jobs for Life™* headquarters

Hours: Approximately 6 to 8 hours/week

Sample Representative Duties:

Planning:

- Develop overall implementation plan, timeline, and budget.
- Assist each Site Leadership Team leader to coordinate his/her plan to your site's established JfL objectives and goals.
- Oversee and monitor the *JfL* course and student progress. Schedule guest presenters from the community to participate in JfL classes 7, 8, 11 and 12 (Optional: Class 15).
- Plan JfL Student Celebrations (i.e., Class 8 -Mid-point mini-celebration; Class 16 mini-celebration; JfL Graduation Ceremony).
- Develop an overall plan that covers *JfL* class logistics that will ensure meaningful, successful student classes and smooth class flow.
- Establish an "emergency" backup plan to cover unexpected course Instructor or Discussion Leader absences.

Staffing:

- Recruit, orient and oversee volunteers in key site leadership team positions.
- Assist volunteer team leaders in recruiting additional team support (as needed).
- Recruit Course Instructors and Small Group Discussion Group Leaders.
- Consult with team leaders by phone and in regularly scheduled team meetings throughout JfL training course.

Follow up:

- Develop a "reminder" process for *JfL* Instructors and Discussion Leaders that reminds Instructors and Discussion Leaders of their scheduled class commitment.
- Develop a "reminder" process for JfL Leadership Team members of impending events throughout JfL training (i.e., Business Round Table; Community Round Table; Mock Interviews, etc.)

- Work closely with the JfL Instructors, and the Champion Team to review student assignments and track student progress toward meeting JfL Graduation requirements.

Reporting:

- Report regularly to local sponsoring organization *JfL* training progress.
- Work closely with *JfL* Customer Service to provide timely training course updates.

Control:

- Ensure conformity by team members to all legal requirements, including abiding by copyright laws for *JfL*'s materials and logo.

Effective Skills / Attributes Include:

Self-Starter

Effective team leadership style

Excellent organization and planning skills

Commitment to follow-through

Ability to work independently

Sensitivity to problems and needs of the poor

Strong communication skills

Experience managing volunteers

Ability to delegate

Detail oriented

Mature decision making process

Proactive problem solver



Sample Job Description: Jobs for Life Student Relations Leader

Primary Responsibility

1. Recruit and screen JfL Students, the unemployed and underemployed, who desire to improve their work situation
2. Organize and plan all student activities to include:
 - Pre-training JfL Informational Gathering(s)
 - Student Orientation
 - Champion/Student matching and social gatherings
 - Student Graduation
 - Post Graduation Follow-up activities (such as monthly Post Graduation Student Support meetings)
3. Assist with the review and tracking of student work assignment and student progress

Reports to: Site Leader

Works closely with: Champion Relations Leader, Class Relations Leader, Prayer Team Leader, Administration Leader

Sample Representative Duties:

Staffing: As needed, recruit, orient and oversee the work volunteers to serve on your Student Relations team.

Planning:

- Develop a plan to recruit & screen potential JfL students.
- Work with the Champion Relations Team Leader to match Champions to students.
- Hold regular team meetings.
- Organize and revise student recruitment plan as necessary.
- Plan, organize and implement Student Orientation and JfL celebrations (i.e., Mid-point mini-celebration (Class 8-Optional) and JfL Graduation Ceremony).
- Plan informal JfL Alumni/Champion post-graduation gatherings.

Follow up: 6-12 month post-graduation to encourage and support JfL alumni and to track their progress.

Reporting:

- Attend all Site Team Leader meetings to report student class progress.
- Provide student information to Administration Leader and Site Leader on regular basis for data entry.

Effective Skills/Attributes Include:

Sensitivity to problems and needs of the poor
Self-starter
Good administration/organization skills
Ability to make sound decisions
Ability to work with many kinds of people
Dependable
Ability to delegate

Effective communication skills
Perseverance
Personable
Task oriented
Genuine concern for others
Good community connections helpful



Sample Job Description: Jobs for Life Champion Team Leader

Primary Responsibility

1. Recruit, train, direct, encourage and support a team of Champions
2. Regularly review and monitor the student progress toward JfL Graduation requirements
3. Work with Student Relations to coordinate *Post Jobs for Life™* Champion activities

Reports to: Site Leader

Works closely with: Student Relations Team Leader, Class Relations Leader, Administration Leader and Prayer Leader

Sample Representative Duties:

Staffing:

- Champion team

Planning:

- Develop recruiting plan for Champions
- Develop timeline for training and directing Champions
- Develop system that effectively tracks student progress
- Assist with the Champion/Student pairing
- Plan informal Champion “Reinforcement” gatherings

Estimated Time per Week: up to 5 hours

Post Jobs for Life™ Training

Follow up:

- Weekly contacts with Champions throughout *JfL* training course to track and evaluate graduates’ progress.
- Coordinate quarterly contacts (3/6/9/12 months) with Champions for a period of one year (12 months) after *JfL* Graduation date to track and evaluate *JfL* graduates’ employment status.

Reporting:

- Attend Site Team meetings to report progress toward goals.
- Provide Champion contact information and scheduled student updates to the Administration Leader for data entry.

Effective Skills/Attributes Include:

Self Starter
Ability to delegate
Perseverance and dedication
Patient, well balanced
Flexible
Dependable
Trustworthy of confidentiality
Keeps commitments
Emotional maturity

Effective people skills
Good communicator/listener
Effective leader of volunteers
Tolerant
Good discernment
Easy to get along with
Compassionate
Sensitivity to problems/needs of the poor



Sample Job Description: Jobs for Life Business Relations Team Leader

Primary Responsibility

1. Introduce and educate area businesses and community service resources to the benefits of hiring Jobs for Life™ graduates
2. Identify local businesses that will list jobs openings for JfL students
3. Identify and organize local job listings for students
4. Assist with the selection and scheduling of guest presentations from local business/government representatives (JfL classes 7, 8, 11 and 12)
5. Interview and direct qualified Jobs for Life™ Graduates to identified job placement opportunities

Reports to: Site Leader

Works closely with: Community Leaders, Class Relations Leader and Course Instructor

Sample Representative Duties

Planning:

- Develop a plan to recruit businesses and community resource involvement in and commitment to Jobs for Life™
- Visit and *participate* in local business networking organizations, (e.g., Chamber of Commerce) to promote Jobs for Life™ benefits
- Establish a *working relationship* with the local Workforce Investment board and the local one stop career centers
- Work with your Class Relations Leader to invite community guest speakers/participants to JfL classes 7, 8, 11 and 12.

Follow Up:

- Contact each community guest speaker/participant to extend thank you and to solicit feedback on JfL experience
- Contact businesses that hire graduates to determine their satisfaction with *JfL* course

Reporting:

- Obtain weekly list of area job postings for JfL training for JfL classes
- Attend Site Team Meetings to report progress toward job placement goals
- Provide business contact information to the Administration Leader for data entry

Effective Skills / Attributes Include:

A relationship-oriented self-starter with:

- Self Starter
- Ability to work independently
- Excellent communication and presentation skills
- Mature decision making and problem solving skills
- Effective organization and planning skills
- Commitment to delivery and follow-through
- Determination and perseverance
- Sensitivity to problems and needs of the poor

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Helpful Experience would include:

- Sales or Marketing skills
- Community Business Leader / Active Community Involvement
- Experienced Employer Interviewer
- Economic Development, Public Affairs/Community Affairs



Importance of Prayer

We recognize that no curriculum, training, or support by themselves will effect the change we hope to see in the lives of those involved with *Jobs for Life™*. For hearts to change, for lives to change, the supernatural must take place.

Through prayer, we acknowledge that we need God to work in people's lives so that they might experience true change. We also demonstrate our dependence on God and our need for His wisdom and strength as we strive to make unemployment and poverty a distant memory. Prayer is the key to success as you go further and deeper into the issues of students' lives. Prayer, therefore, is not something we ought to do, it is something we must do, and it should be a foundational element for every *Jobs for Life™* site.

Sample Job Description: Jobs for Life Prayer Leader

Primary Responsibility

1. Ensures ongoing prayer coverage for all general and specific components and peoples involved in the *Jobs for Life™* training course
2. Collects all JfL prayer requests and needs from JfL leadership on a regular basis
3. Coordinates, equips, directs and encourages a committed prayer team of volunteers (*Optional*)

Reports to: Site Leader

Works closely with: All Site Leadership Team members, JfL Course Instructors, Champions and JfL volunteers.

Commitment:

Pre-Class:

Pray. There are many aspects that involved in the initial JfL planning. Work with the Site Leadership to compile a detailed list of all areas that need prayer coverage; attend scheduled Site Leadership Team meetings.

JfL Course In-Session:

Pray. Receive all prayer requests in timely fashion; specifically pray during set class times. Attend a minimum of two (2) JfL training classes and all scheduled JfL class mini-celebrations and graduation.

Post Graduation:

Pray. Provide ongoing prayer support for JfL graduates and Champions for 12 months following *JfL* training.

Sample Representative Duties (*Optional*):

Recruit, orient and work with volunteers who commit to serve on the Prayer Team.
Coordinate Prayer Team logistics.

Skills and Attributes Include:

Self-starter
Reliable and steadfast
Fierce belief in the value of prayer
Sensitivity to needs of the unemployed